

UCR



UCRFS Users Group Meeting

Tuesday, September 11, 2018

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
- 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



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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

Event Management Registration System

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



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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



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

- Botanic Gardens -
<https://commerce.cashnet.com/cashnetg/selfserve/storehome.aspx>
- 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/>



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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.

PCI Update

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.



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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*



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Tour of Accounting's Website

Presented by Linda Casteel

Tour of Accounting's Website

Access via R'Space or <http://accounting.ucr.edu>

The screenshot shows the R'Space website interface. At the top left is the R'SPACE logo. The navigation bar includes links for Staff, Student, Authorized Apps, and Accounting. A search bar is located on the right. A 'Quick Links' dropdown menu is open, listing various services such as R'Side Events, Phone Book, A-Z Index, Security, iConfirm, iShare, Acct. Report, A-Z Index, Accounting (highlighted with a yellow circle), Budget, Material Mgt., Human Resources, Academic Personnel, Capital Planning, Research & Analysis, Research, Safety, Audit & Advisory, and EDUCAUSE. Below the navigation bar, there is a notification about a new fee payment process effective August 1, 2018. The main content area features 'Favorite Apps' (Agency Billing System, At Your Service Online (AYSO), Capital Programs Management Systems, Cash Collection, Reporting and Reconciliation System, Enterprise Access Control System, ePay - Online Payment System, Golden Tree Modification System), 'UCR Spotlights' (Fit for Hire, 110 Bootcamp Personal Training, Student Recreation Center), and 'Announcements' (There are no announcements).



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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

Reporting Period	Grid Available to PIWRS Coordinators	Final Day to Modify Grid	PIWRS Reports Published & available to PI	PRC available to PIWRS Coordinator	PRC issued to PI	PRC Due Date (21 days after issuance)	Comments
June-18 Final	8/22/2018	8/22/2018	8/23/2018	8/24/2018	9/5/2018	9/21/2018	PIWRS Per998/June Final new beginning FY2018
Jul-18	8/23/2018	9/10/2018	9/11/2018	9/12/2018	9/19/2018	10/10/2018	
Aug-18	9/11/2018	9/25/2018	9/26/2018	9/27/2018	10/4/2018	10/25/2018	C&G User Group Meeting on 9/24 to discuss projection functionality
Sep-18	9/26/2018	10/18/2018*	10/19/2018*	10/8/2018*	10/15/2018*	11/6/2018*	Projections begin to be included on PIWRS reports
Oct-18	10/19/2018*	11/18/2018*	11/19/2018*	11/8/2018*	11/15/2018*	12/6/2018*	
Nov-18	11/19/2018*	12/18/2018*	12/19/2018*	12/8/2018*	12/15/2018*	1/6/2019*	
Dec-18	12/19/18*	1/18/2019*	1/19/2019*	1/8/2019*	1/15/2019*	2/6/2019*	
*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



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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_5eVUMzJCSjUyOFQxNkJHMkNNMK5RR1NWTfczWi4u



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Appendix: UCLA and UCSB Cutover Supplemental Information

SEPTEMBER CUTOVER CALENDAR

SUN	MON	TUES	WED	THURS	FRI	SAT
2	3	4	5	6	7	8
	MO Conversion @ 3AM			UCPath Available to UCOP & Pilot Users @ 8AM DDODS Initial MO Burst		Transactions Due @ 3 PM
	Labor Day				Critical Post MO Functional Processing Post Conversion Manual Cleanup	
9	10	11	12	13	14	15
UCPath available to LASB MO transactional users @ 8 AM	Inbound Files Due @ 5 PM		Pay Confirm AM & GL Post Confirm @ 6 AM UCPath available to conversion team for BW Conversion Prep activities (Prod – business as usual)	Pay Statements BW Conv Prep UCPath Down for BW Conversion @ 5 PM Pre Conv Tech BW Pay Compute	PPS BW Snapshots @ 3AM	
Post Conversion Manual Cleanup					BW Conversion @ 3AM	
16	17	18	19	20	21	22
	BW Conversion		Inbound Files Due @ 8 AM Transactions Due – Campus & Med Ctr DDODS BW Burst UCPath Available to UCOP & Pilot users @ 8 AM Check Date			UCPath available to LASB MO + BW transactional users @ 8 AM
				Critical Post BW Functional Processing Post Conversion Manual Cleanup		
23	24	25	26	27	28	29
		Pay Confirm Transactions Due @ 3 PM	GL Post Confirm Campus Inbound Files Due @ 3 PM	Med Center Inbound Files Due @ 2 PM Pay Statements UCPath Live for all LASB users (Self Service)		Pay Confirm AM Processing & GL Post Confirm
30	1	2	3	4	5	6
	MO Check Date	Pay Statements	BW Check Date			
	UCPath MO	UCPath BW	PPS	PMO MO Activities	PMO BW Activities	UCPath + LASB MO
						UCPath + LASB BW

IMPACTS

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

- August 31st @ 5:00pm - September 5th @ 8:00pm
- September 13th @ 5:00pm - September 18th @ 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 29th-August 31st, and then from September 6th-September 12th and then after September 19th.
- **Bi-weekly Paid Employees:** Earnings Statements will be available on August 31st, and then from September 6th-September 12th, and then after September 19th.

If you have an 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

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