UCRFS Users Group Meeting

Thursday, June 22, 2017

10:30 – Noon

HUB 302 North

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- Banner Reports - *Asirra Suguitan*
- Banner Reconciliation - *Asirra Suguitan*
- Credit Card Merchant Info - *Asirra Suguitan*
- Importance of Making Deposits by Noon on June 28th and Clearing CCRRS - *Asirra Suguitan*
- Critical due dates for Fiscal Year Close - *Pauline Librenjak*
- Accruals & Deferrals - *Linda Casteel*
- Review Fiscal Year Templates - *Jerry Monahan*
- Encumbrance Overview - *Jerry Monahan*
- Accounts Payable Payment Inquiries - *Aver Smith*
- Asset Management System – *Steve Staples*
- Questions

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Banner Reports

- Presented by Asirra Suguitan, Director of Student Business Services and Cashier's Office

Banner Reports

Report ID	Title	Description	Purpose
BRS-MTD	Banner Billing Receivables Month-to-Date Activity Report	Daily report of all transactions posted to Banner by detail code	Used to reconcile Banner feeds in general ledger
BRS-New-Billed	Banner Billing Receivables new activity	Monthly report of all transactions posted to Banner summed by detailed code and date of feed	Used to reconcile entries posted to Banner against to general ledger
BRS-Outstanding	Banner Billing Receivables - Deposits Outstanding	Monthly report of all charges NOT paid on Banner by detail code and date	Should be reviewed and followed up on for possible charge back
BRS-PAID	Banner Billing Receivables recently Paid	Monthly report of all charges paid that month	Can be used in conjunction with BRS-Outstanding to monitor charges paid
CMF-CRS-RCON-(College)	Course Material Fees - Class Fee Reconciliation	Provides summary by course of CMF Fees and detailed list of students assessed once a quarter after 3rd week lapse	Used to reconcile CMF revenue and report to Financial Planning & Analysis (FP&A)
DETAIL_CODE_LIST	Active Detail Code List	Monthly report of all active detail codes in Banner	Provides ability to search by FAU or detail code

Banner Reports

- Reports listed above are available at:
  - iReport > General Operating > SIS Monthly

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Banner Reconciliation

- Presented by Asirra Suguitan, Director of Student Business Services and Cashier's Office

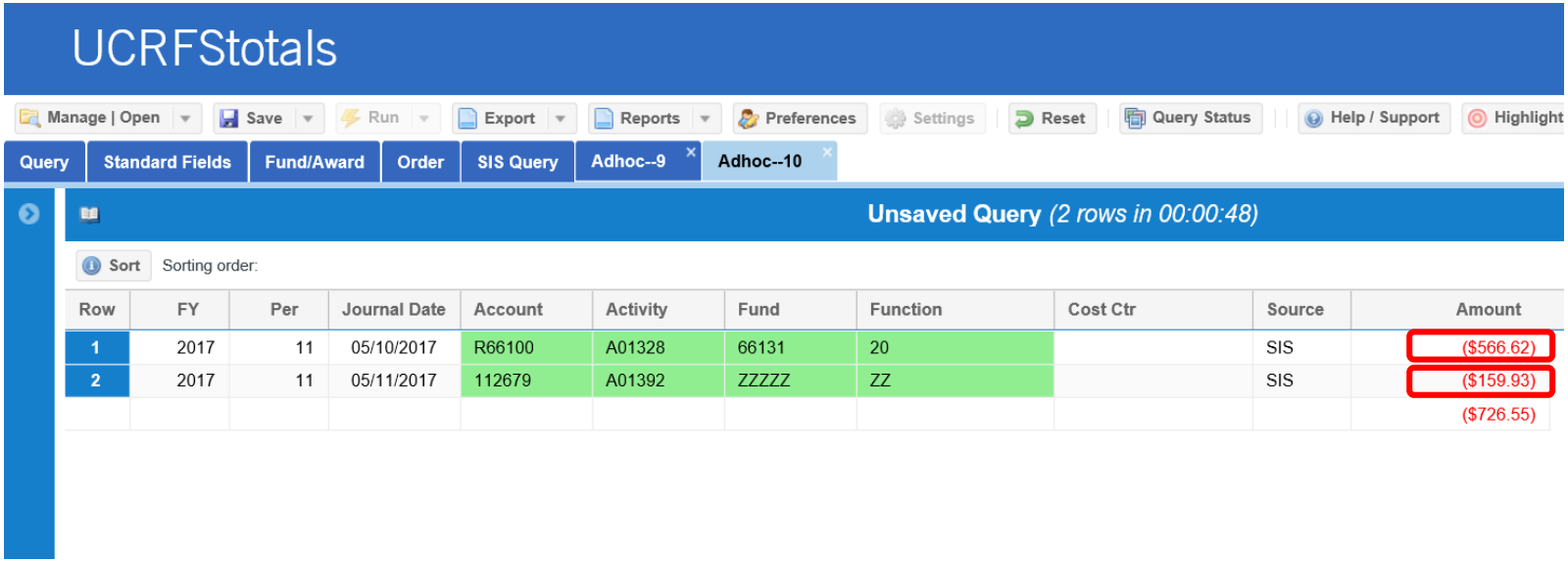
Banner Reconciliation Fundamentals

- Reconciliations should be completed monthly, or at least once per quarter.
- The Reconciler should be a separate role/user from the Transactor (Banner Dept. Billing role).
- Reconciliation should be documented.
- Reconciliation should be between source system (Banner) details and departmental documentation to support transaction.
  - A cursory review should be done between Banner totals and the UCRFS feeder journal.

BRS-NEW-BILLED in iReport

	A	B	C	D	E	F	G
1	BRS-NEW-BILLED - For May 1, 2017 - May 31, 2017					RUNDATE: Jun 1, 2017 11:05:51 AM	
2	CATEGORY: 1BI	- D01201 | BUILDING MAINTENANCE					
3	DETAIL CODE: SC00 - PHYSICAL PLANT-MISC. SERVICES			FAU: 112679-A01392-ZZZZZ-ZZ---			
4	NAME	ID	DETC	DETC DESCRIPTION	ENT DATE	EFF DTE	AMOUNT
5	SODEXO INC.	N60489153	SC00	PHYSICAL PLANT-MISC. SERVICES	5/11/17	5/11/17	$159.93
6	May 11, 2017 - Total						$159.93
7	May 11, 2017 - Count						1
8	SC00 - Total						$159.93
9	SC00 - Count						1
10	DETAIL CODE: SC53 - PHYS PLANT-RESIDENCE UTILIT			FAU: R66100-A01328-66131-20---			
11	NAME	ID	DETC	DETC DESCRIPTION	ENT DATE	EFF DTE	AMOUNT
12	AT&T (Utility)	N60820987	SC53	PHYS PLANT-RESIDENCE UTILIT	5/10/17	5/10/17	$430.70
13	Martinez, Sergio C.	N60952060	SC53	PHYS PLANT-RESIDENCE UTILIT		5/10/17	$35.71
14	McManus, Darren	N60908687	SC53	PHYS PLANT-RESIDENCE UTILIT		5/10/17	$57.72
15	Noriega, Ramon	N61041934	SC53	PHYS PLANT-RESIDENCE UTILIT		5/10/17	$41.49
16	TMobile USA , Inc.	N60803530	SC53	PHYS PLANT-RESIDENCE UTILIT		5/10/17	$1.00
17	May 10, 2017 - Total						$566.62
18	May 10, 2017 - Count						5
19	SC53 - Total						$566.62
20	SC53 - Count						5
21	Jun 1, 2017			22			11:05:51 AM
22							

UCRFStotals Query



Row	FY	Per	Journal Date	Account	Activity	Fund	Function	Cost Ctr	Source	Amount
1	2017	11	05/10/2017	R66100	A01328	66131	20		SIS	($566.62)
2	2017	11	05/11/2017	112679	A01392	ZZZZZ	ZZ		SIS	($159.93)
										($726.55)

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Credit Card Merchant Information

- Presented by Asirra Suguitan, Director of Student Business Services and Cashier's Office

Credit Card Merchant Information

- Credit Card Revenue Reconciliation
- Annual Self-Assessment Questionnaire (SAQ) and Merchant Agreement (ACCMA)
  - Due Friday, 6/23
  - All Credit Card Handlers and Merchant Managers should complete PCI Security Awareness Training on LMS (search "PCI DSS") by Friday, 6/23
- Submit FAU for PCI-related charges to cashandmerchant@ucr.edu due Friday, 6/23.
- This year, all SAQs are required to be reported to merchant bank (due to new PCI reporting requirements for Level 3 and 4 merchants).

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Importance of Making Deposits by Noon on June 28th and Clearing CCRRS

- Presented by Asirra Suguitan, Director of Student Business Services and Cashier's Office

Importance of Making Deposits by Noon on June 28th and Clearing CCRRS

- Critical that ledgers reflect all FY 2017 activity (to comply with GAAP)
- Cashier's office requires time to review and address any issues/discrepancies

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Upcoming Critical Due Dates for Fiscal Year Close

- Presented by Pauline Librenjak, Assistant Controller

Critical Due Dates for FY Close

- June 22nd - Payroll transfers for bi-weekly pay cycle
  - May Ledger Recons completed, documented in LRSS
- June 26th - Payroll transfers for monthly pay cycle
- June 28th - Cash Deposits due in Cashier's Office by noon
- June 30th – Accounts Payable -Encumbrance releases

-Storehouse - Web Recharge -Fleet/Mail/PNR work orders

- July 3rd - Feeder system journal cut-off for FY2017
- July 5th – Accruals/Deferrals due in Accounting
  - FCTs/NCTs/PCTs completed/marked for posting
- July 7th – Temp BEAs completed/marked for posting

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Accruals and Deferrals

- Presented by Linda Casteel, Treasury Manager

Why Accrue and Defer?

- To comply with Generally Accepted Accounting Principles (GAAP):
  - expenses for goods and services should be recorded in the fiscal year received
  - income for goods and services should be recorded in the fiscal year provided
- In order to meet the fiscal year-end and financial reporting deadlines, accrual and deferral entries are processed based on materiality thresholds.

Materiality Thresholds

- Materiality thresholds relate to the significance of transactions contained in the campus general ledger and reported to UCOP for the UC financial statements.
- Individual transactions should be evaluated for accrual/deferral based on the dollar thresholds listed on the next slide. The materiality threshold increases as the closing process and year-end financial audit nears completion.

- As soon as a potential item is identified, the accrual/deferral should be communicated to Accounting.

Materiality Threshold Schedule

Amount	Date	Notes
$10,000	July 1 – 7	Accruals/deferrals submitted and approved by July 5th will be reflected on the Period 12 ledgers
$25,000	July 8 – 14	
$50,000	July 15 – 21	
$75,000	July 22 – 28	
$100,000	July 29 – August 30	

Accruals and deferrals are not common for most departments, but all large transactions should be examined/evaluated to ensure the integrity of our campus financial statements.

**Please note: Materiality threshold dates were revised June 6, 2017*

Expense Accrual Ledger Sample

Year	Per	Jnl Date	Journal Id	Source	Account	Account Descr	Activity	Fund	Fcn	Line Descr	Amount
2014	012	06/30/2014	0000853061	ACL	720230	Furniture Non-Inve	A01615	70019	76	BKM	10,324.00
2014	012	06/30/2014	0000853061	ACL	720230	Furniture Non-Inve	A02014	70019	76	BKM	11,095.14
2015	001	07/01/2014	0000853061	ACL	720230	Furniture Non-Inve	A01615	70019	76	BKM	(10,324.00)
2015	001	07/01/2014	0000853061	ACL	720230	Furniture Non-Inve	A02014	70019	76	BKM	(11,095.14)
2015	003	09/03/2014	PD00859747	ATP	720230	Furniture Non-Inve	A02014	70019	76	10560186 WMK OFFICE SA	10,324.00
2015	004	10/24/2014	PD00867054	ATP	720230	Furniture Non-Inve	A01615	70019	76	10560158 WMK OFFICE SA	11,095.14

Note that the ACL source code entries net to zero between fiscal years.

The new year transactions associated with the ATP source code net to zero with the new year ACL reversal, recording the expense in the old year.

Expense Deferral Ledger Sample

Year	eriod	urnal Date	Journal Id	Source	Account	Account Descr	Activity	Fund	tion	Line Ref	Line Descr	Amount
2014	012	06/30/2014	0000853037	ACL	712140	Travel,Foreign-Lodging	A01160	20291	40	Spain	Colegio Mayor Jaime lodging	(10,928.00)
2014	012	06/30/2014	PD00850246	ATP	712140	Travel,Foreign-Lodging	A01160	20291	40	01527983	10561798 COLEGIO MAYOR JAIME	10,928.00
2015	001	07/01/2014	0000853037	ACL	712140	Travel,Foreign-Lodging	A01160	20291	40	Spain	Colegio Mayor Jaime lodging	10,928.00

**Note that the ACL source code entries net to zero. The transactions on the 6/30 ledgers net to zero, recording the expense in the new fiscal year.*

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Accrual/Deferral Templates

- Presented by Jerry Monahan, General Accounting Supervisor

Template Access and Review

http://accounting.ucr.edu/general/index.html#fiscal3

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Encumbrance Overview

- Presented by Jerry Monahan, General Accounting Supervisor

Tools for Encumbrance Review

- Encumbrance Helper Report
  - Available via R'Space under "Tools"
  - Click on the "UCRFS Online Reports Page"

Tools for Encumbrance Review

- The HTML version of the report is particularly helpful because it identifies why Purchase Orders are not eligible for the PO Recon process.
- When you click on the “No” in the “PO Recon Eligible” column, it brings up the reason(s) why the PO is not eligible for the PO recon process.

Tools for Encumbrance Review

- The Encumbrance support site "Problems and Issues" section contains useful instructions for resolving issues, such as:
  - Adjusting a PO to enable the PO Recon process
  - Tips to clear encumbrance balances
- http://cnc.ucr.edu/encumbrances/ or via Rspace Tools portlet under "Encumbrance Tools & Tips"

Important Tips

- Before releasing any Encumbrances, please ensure all invoices/payments have been processed/paid against the PO.
  - Once a PO is reconciled, no other payments can be processed against the PO.
- Reason 6 – Why a PO is not eligible for PO Recon: POs with an Encumbrance balance remaining for future freight, please process a change order to update the FOB term to “Not Applicable”.
- POs with both a positive and negative Encumbrance for same amount need to be corrected via a Change Order.

Important Tips (cont'd)

- If the amount of the PO agrees to the amount paid on the PO per the payment history (can be viewed in eBuy), BUT for some reason the Encumbrance did not clear, send a request to Accounting to clear the Encumbrance.

- Email your request to: jerry.monahan@ucr.edu

Demo

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Accounts Payable – Payment Inquiries

- Presented by Aver Smith, Accounts Payable Supervisor

Invoice Payment Inquiries

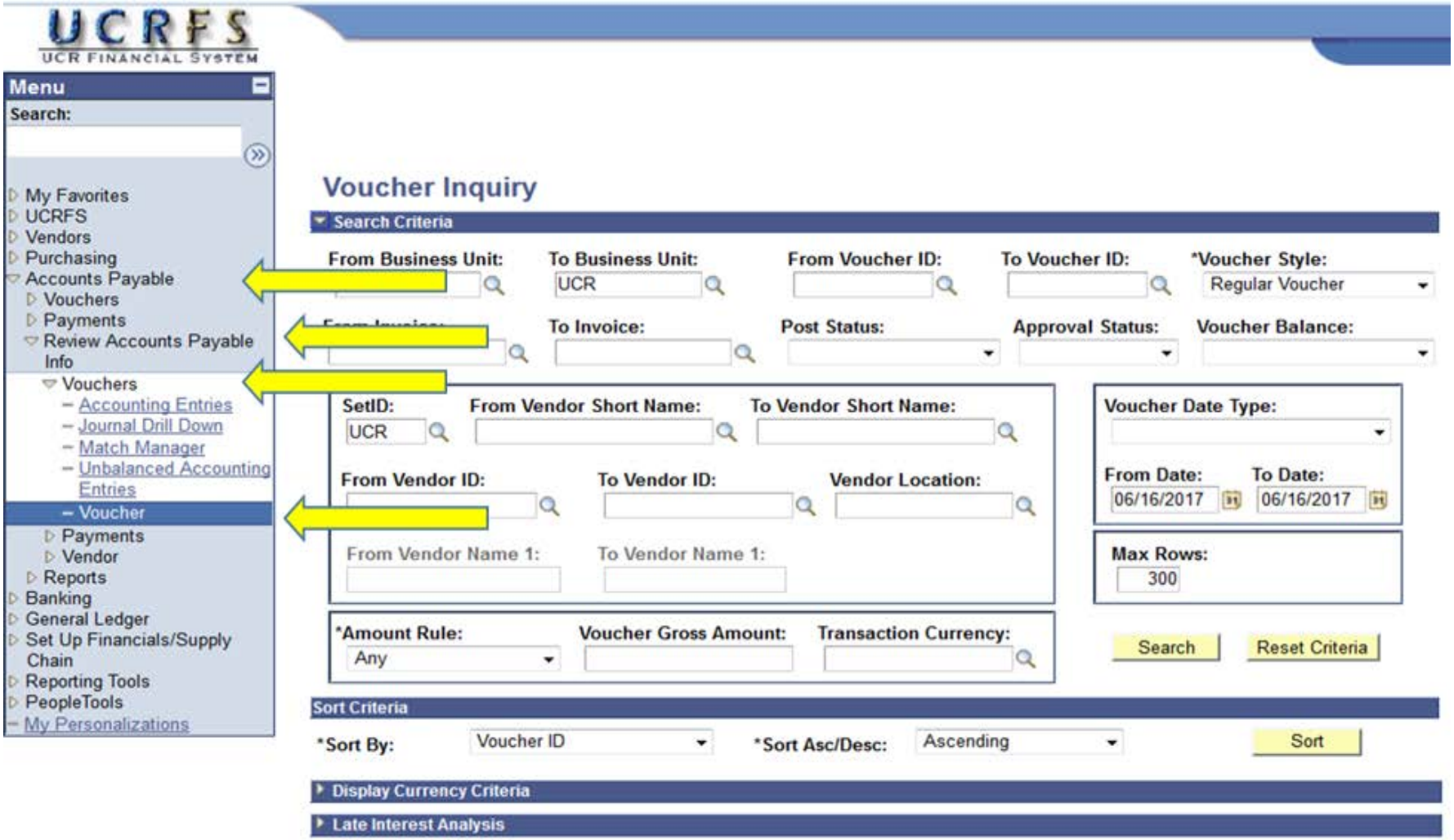
- Users can obtain payment information from the UCR Financial System (UCRFS)
- The UCR Financial System contains several Inquiry pages relating to Accounts Payable
- These inquiry pages contain information that can be useful when:
  - Determining vendor/employee payment status
  - Reconciling ledgers
- The Accounts Payable Inquiry option is available in the UCR Financial System

Invoice Payment Inquiries (Cont'd)

- Authorized users can access the UCR Financial System in the Authorized Applications section of R'Space

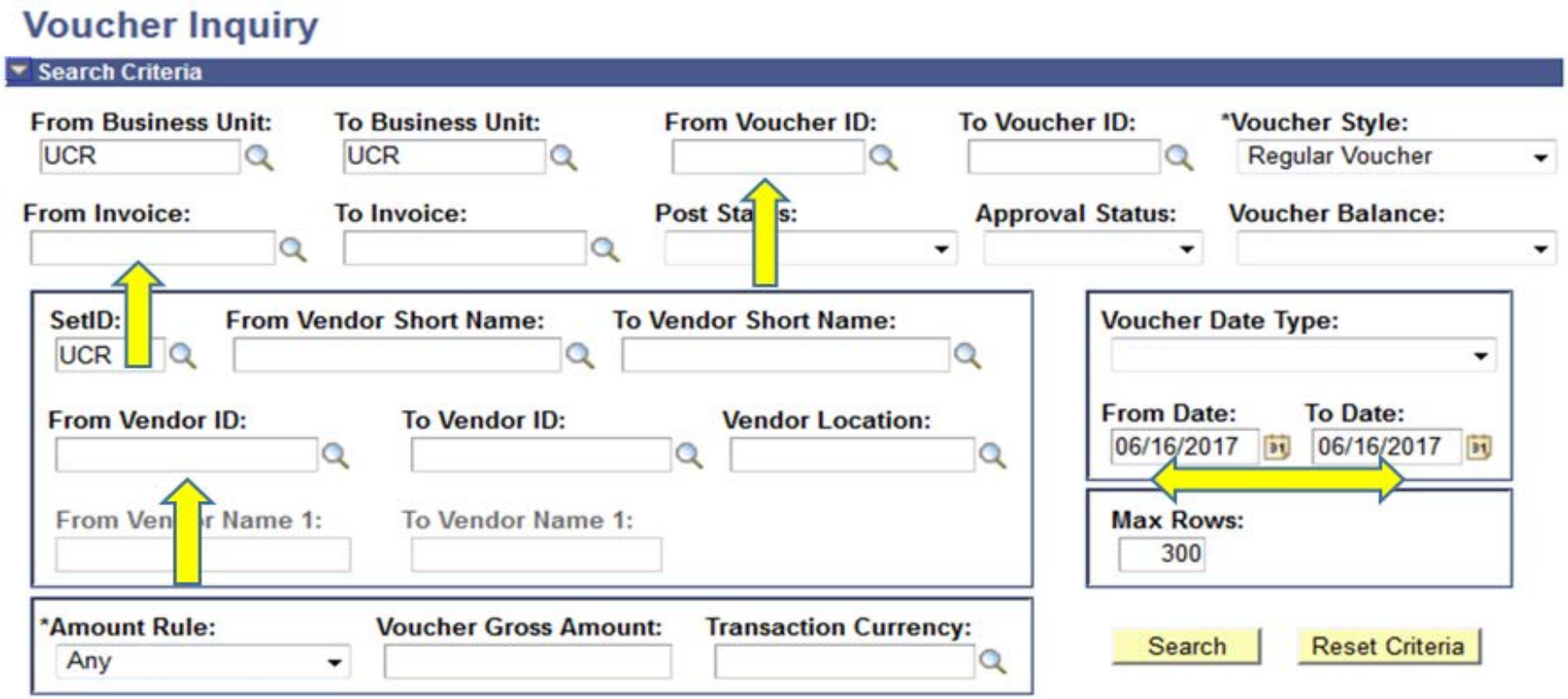
Invoice Payment Inquiries (Cont'd)

- To inquire on voucher payment status



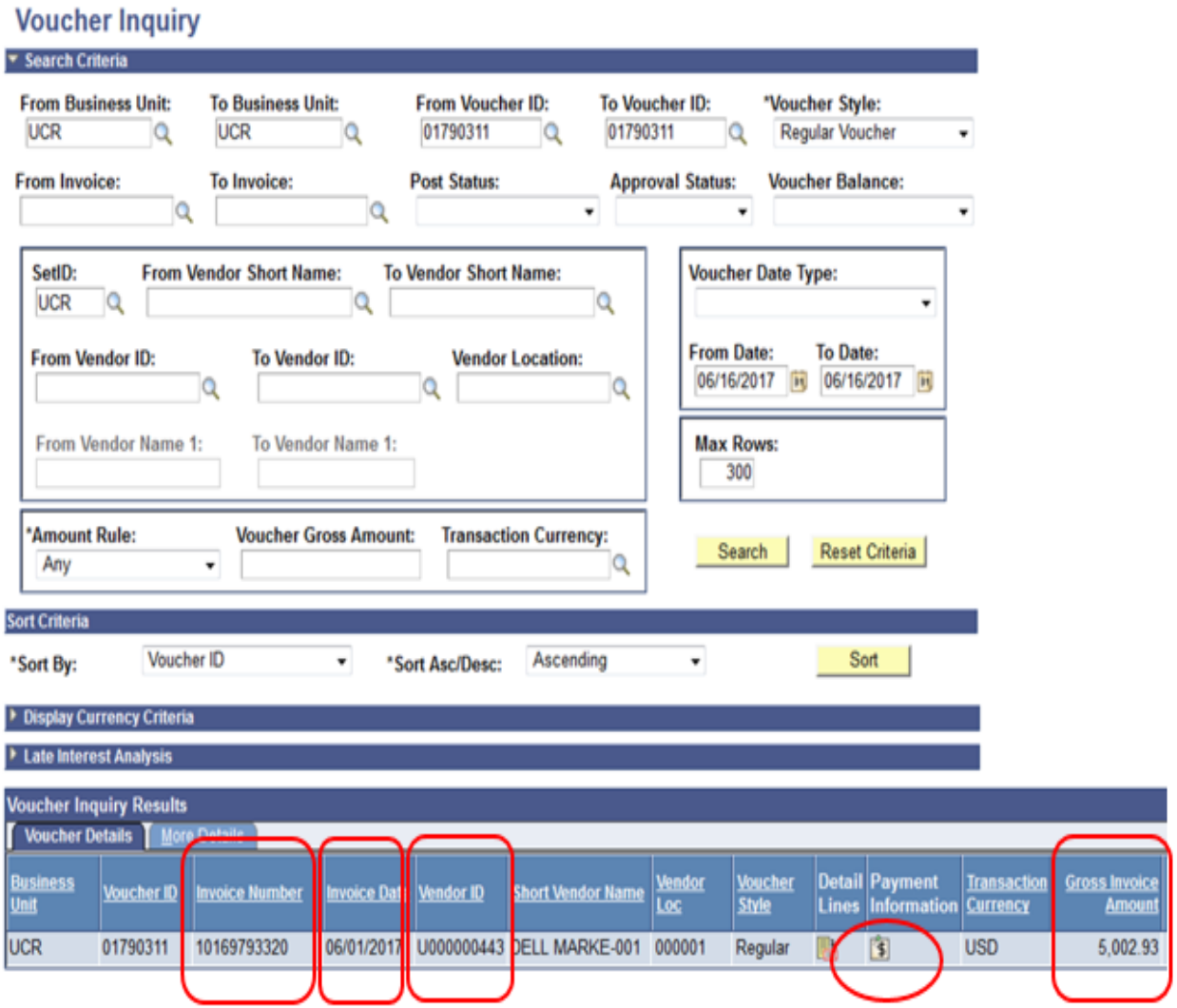
Invoice Payment Inquiries (Cont'd)

- Voucher Inquiry page allows you to search by:
  - Voucher ID
  - Invoice number
  - Vendor number
  - Date range



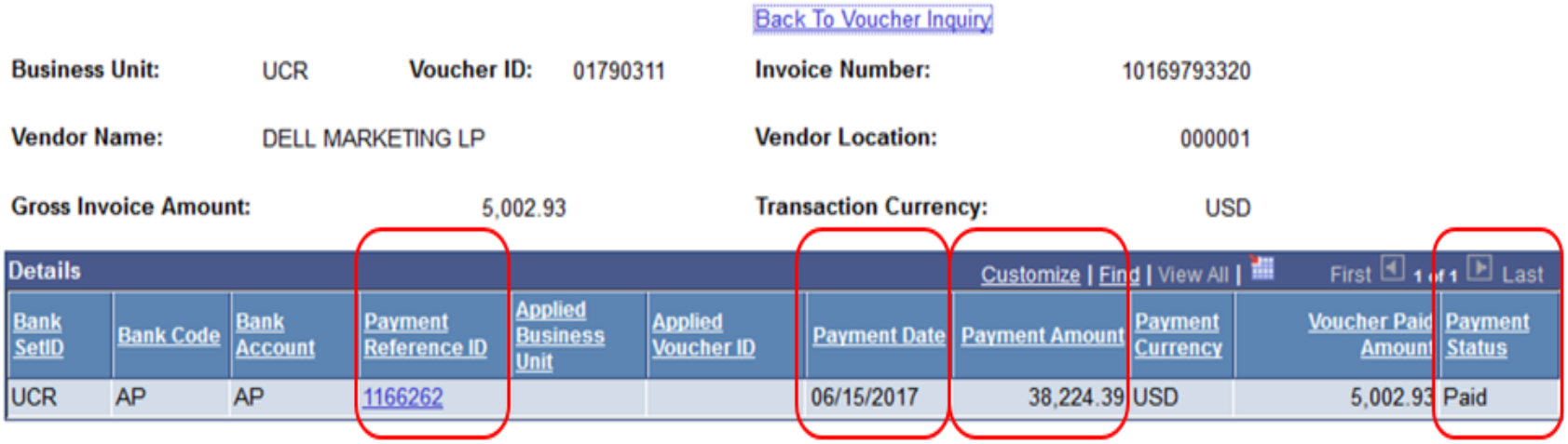
Invoice Payment Inquiries (Cont'd)

- Inquiry on the voucher ID number will provide:
  - Invoice number
  - Invoice Date
  - Vendor ID
  - Invoice Amount
- Click the Payment Information icon to obtain payment status



Invoice Payment Inquiries (Cont'd)

- Payment status page will provide the following payment details:
  - Payment Reference ID
    - Check number
    - Wire
    - EFT
  - Payment Date
  - Payment Amount
  - Payment Status



Back To Voucher Inquiry

Business Unit: UCR **Voucher ID:** 01790311 **Invoice Number:** 10169793320

Vendor Name: DELL MARKETING LP **Vendor Location:** 000001

Gross Invoice Amount: 5,002.93 **Transaction Currency:** USD

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

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UCR	AP	AP	1166262			06/15/2017	38,224.39	USD	5,002.93	Paid

Invoice Payment Inquiries (Cont'd)

- To obtain additional information about the payment such as:
  - Address sent
  - Payment method
  - Vouchers included on the payment
- Click the Payment Reference ID link

Back To Voucher Inquiry

Business Unit: UCR **Voucher ID:** 01790311 **Invoice Number:** 10169793320

Vendor Name: DELL MARKETING LP **Vendor Location:** 000001

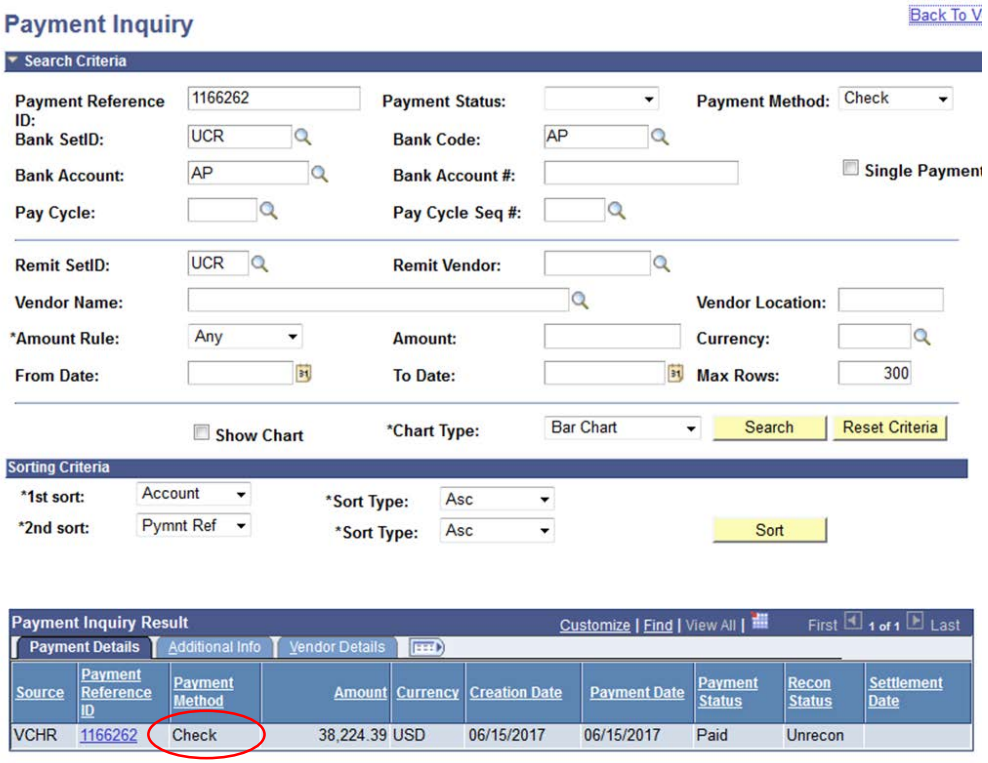
Gross Invoice Amount: 5,002.93 **Transaction Currency:** USD

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

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UCR	AP	AP	1166262			06/15/2017	38,224.39	USD	5,002.93	Paid

Invoice Payment Inquiries (Cont'd)

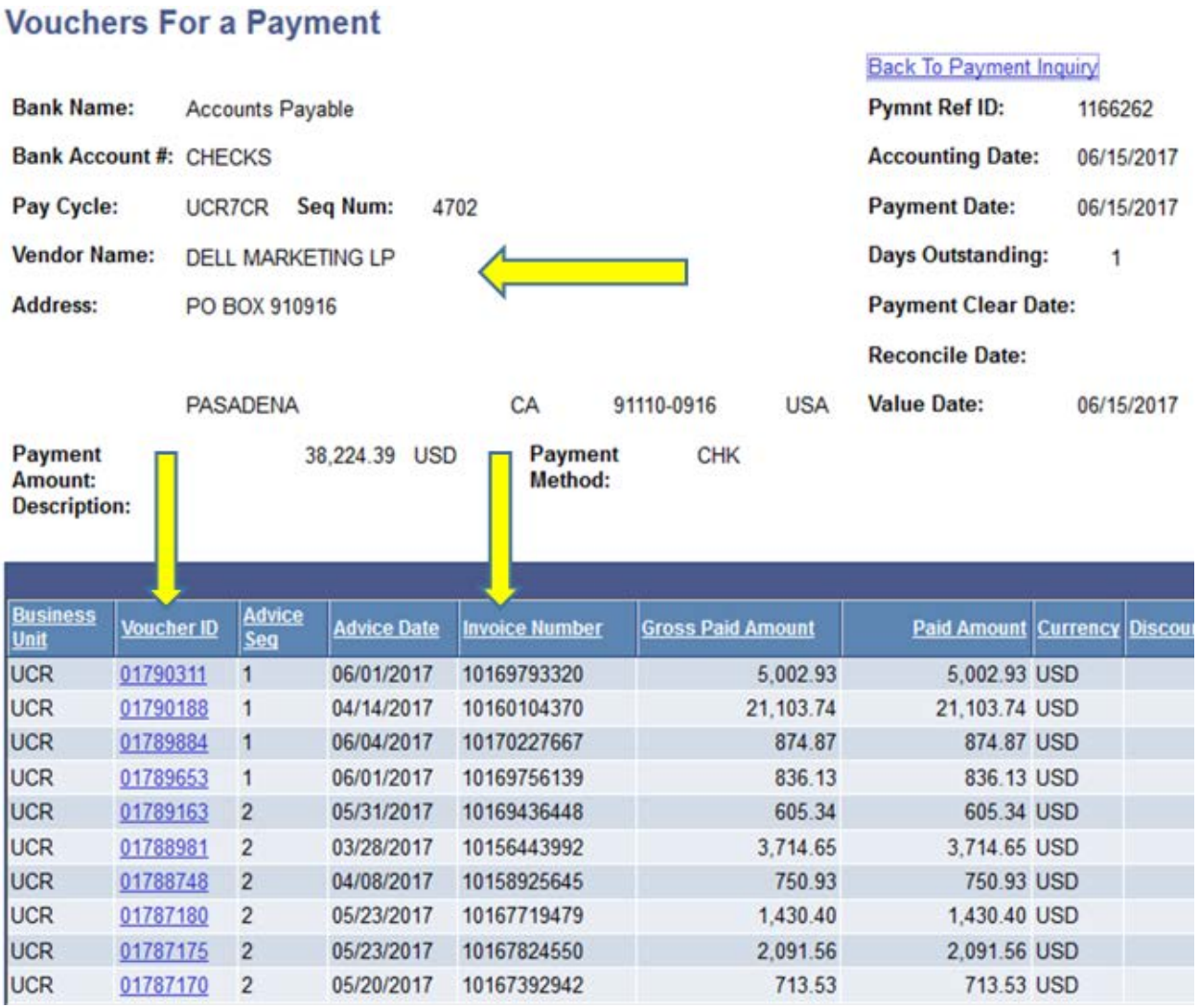
- Payment Inquiry page will display the payment reference number associated with the payment method listed.
  - If payment method is check the payment ID displayed is the check number
  - If payment method is EFT the payment ID displayed is the EFT reference number



Invoice Payment Inquiries (Cont'd)

Information associated to the payment is displayed, such as:

- Vendor Address
- Voucher ID
- Invoice Number



Vouchers For a Payment

Back To Payment Inquiry

Bank Name:	Accounts Payable	**Pymnt Ref ID:**	1166262
Bank Account #:	CHECKS	**Accounting Date:**	06/15/2017
Pay Cycle:	UCR7CR **Seq Num:** 4702	**Payment Date:**	06/15/2017
Vendor Name:	DELL MARKETING LP	**Days Outstanding:**	1
Address:	PO BOX 910916	**Payment Clear Date:**	
		Reconcile Date:	
	PASADENA CA 91110-0916 USA	**Value Date:**	06/15/2017

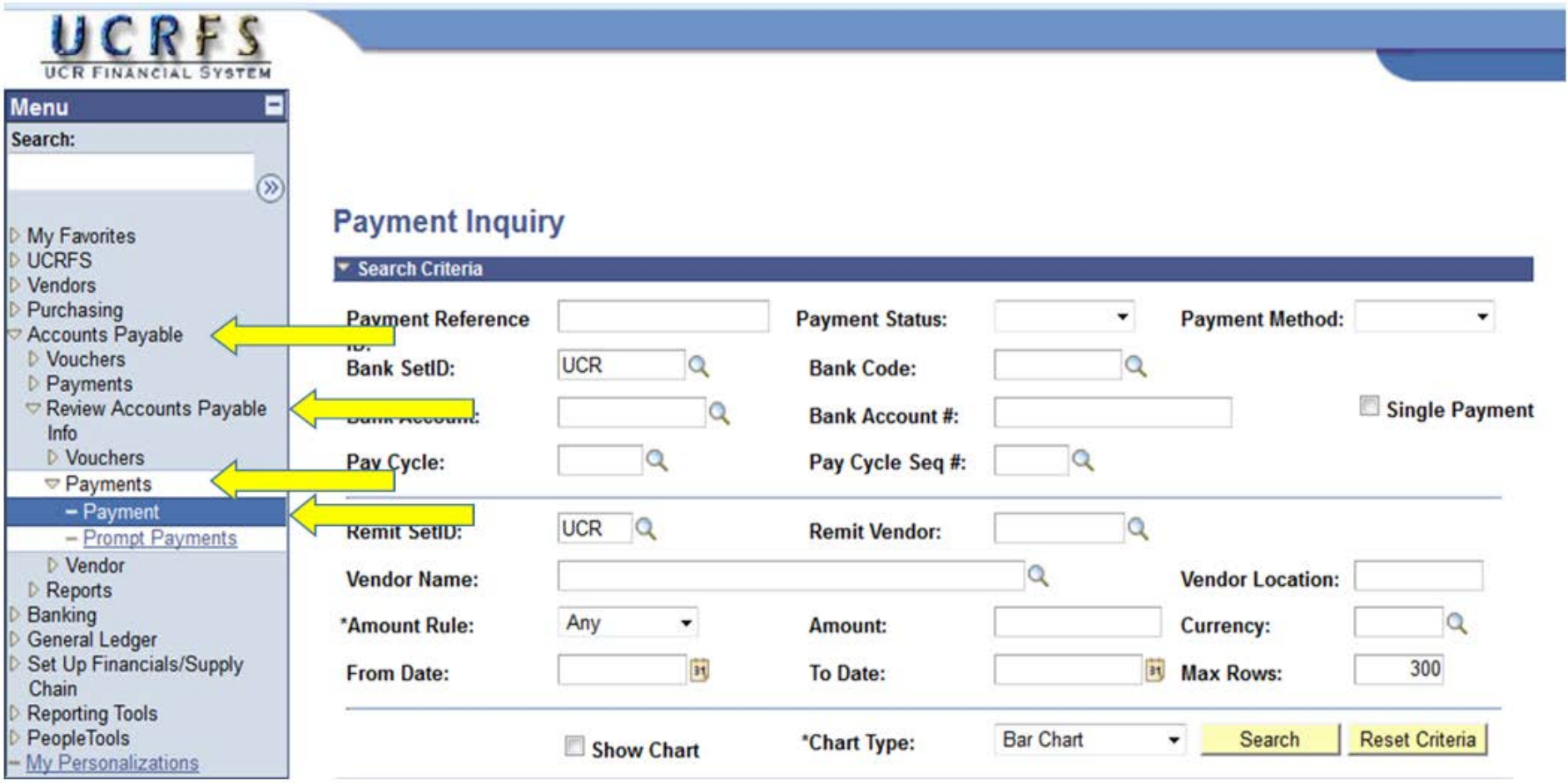
Payment Amount: 38,224.39 USD **Payment Method:** CHK

Description:

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discou
UCR	01790311	1	06/01/2017	10169793320	5,002.93	5,002.93	USD	
UCR	01790188	1	04/14/2017	10160104370	21,103.74	21,103.74	USD	
UCR	01789884	1	06/04/2017	10170227667	874.87	874.87	USD	
UCR	01789653	1	06/01/2017	10169756139	836.13	836.13	USD	
UCR	01789163	2	05/31/2017	10169436448	605.34	605.34	USD	
UCR	01788981	2	03/28/2017	10156443992	3,714.65	3,714.65	USD	
UCR	01788748	2	04/08/2017	10158925645	750.93	750.93	USD	
UCR	01787180	2	05/23/2017	10167719479	1,430.40	1,430.40	USD	
UCR	01787175	2	05/23/2017	10167824550	2,091.56	2,091.56	USD	
UCR	01787170	2	05/20/2017	10167392942	713.53	713.53	USD	

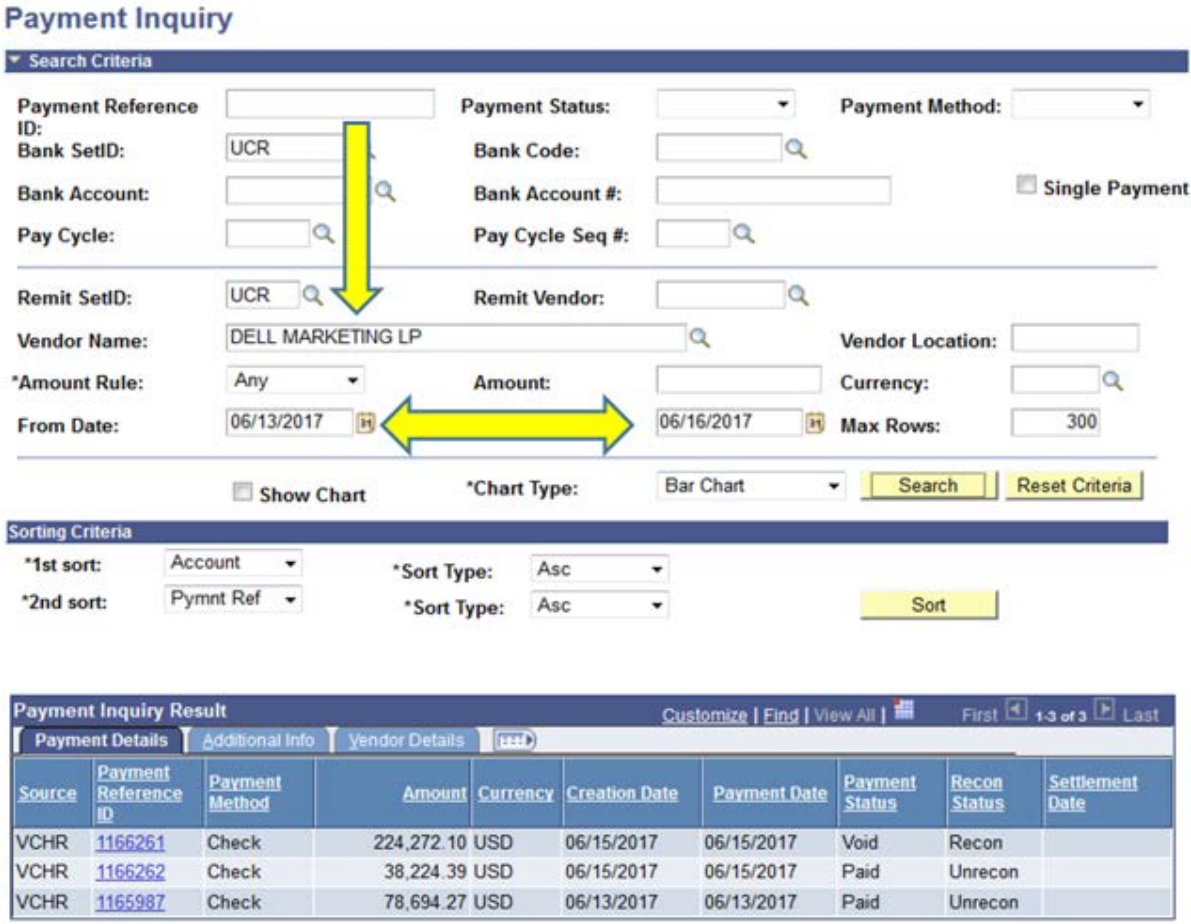
Invoice Payment Inquiries (Cont'd)

A list of payments can also be obtained by going directly into the payment inquiry page



Invoice Payment Inquiries (Cont'd)

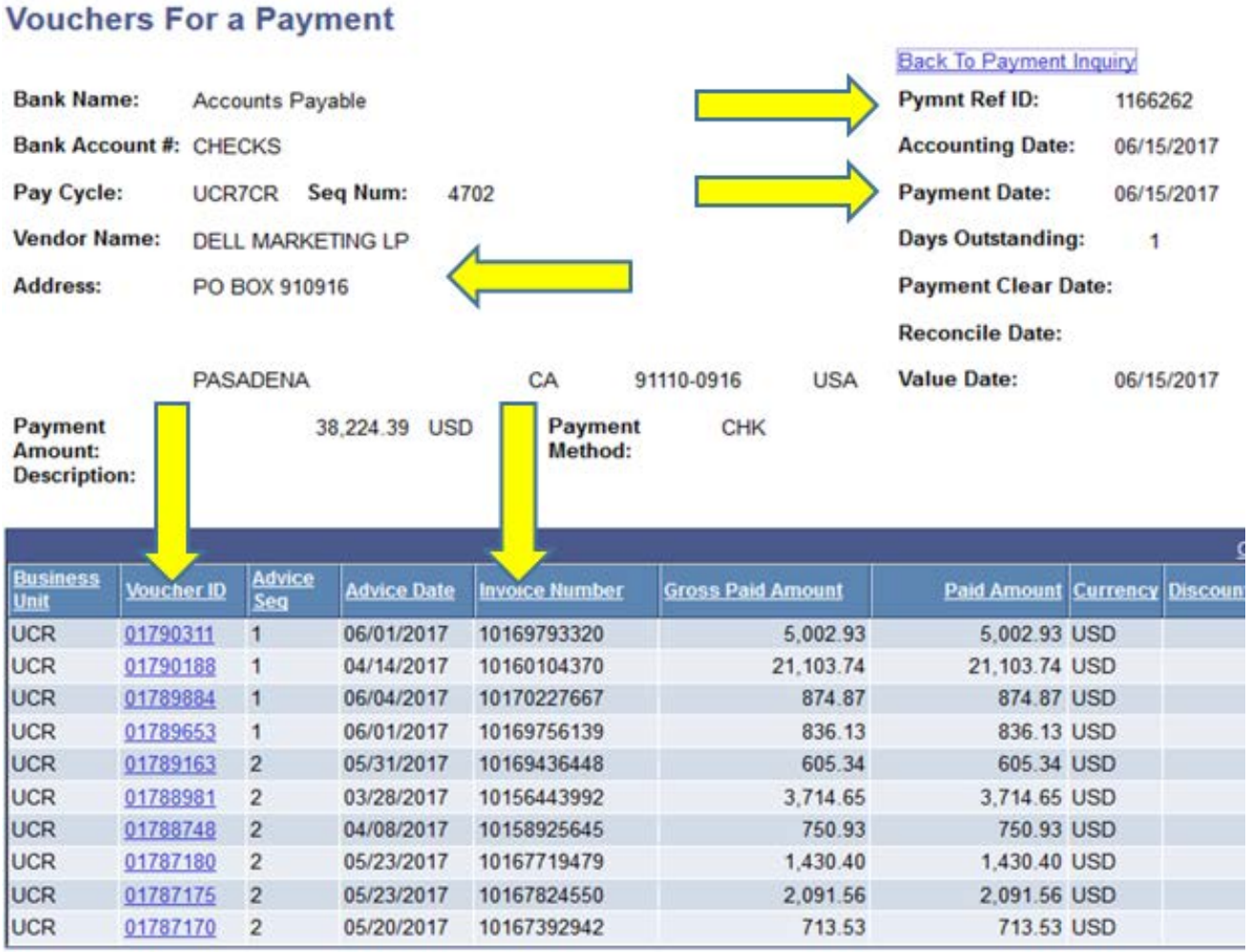
- Inquiry on a payment by entering search criteria:
  - Vendor name
  - Date range
- Click Search to obtain a list of payments to the vendor
- The Payment Reference ID link will take you to the Vouchers For a Payment page



Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Settlement Date
VCHR	1166261	Check	224,272.10	USD	06/15/2017	06/15/2017	Void	Recon	
VCHR	1166262	Check	38,224.39	USD	06/15/2017	06/15/2017	Paid	Unrecon	
VCHR	1165987	Check	78,694.27	USD	06/13/2017	06/13/2017	Paid	Unrecon	

Invoice Payment Inquiries (Cont'd)

- This page will provide information associated with the payment such as:
  - Vendor Address
  - Payment Reference ID
  - Payment Date
  - Vouchers
  - Invoices



Vouchers For a Payment

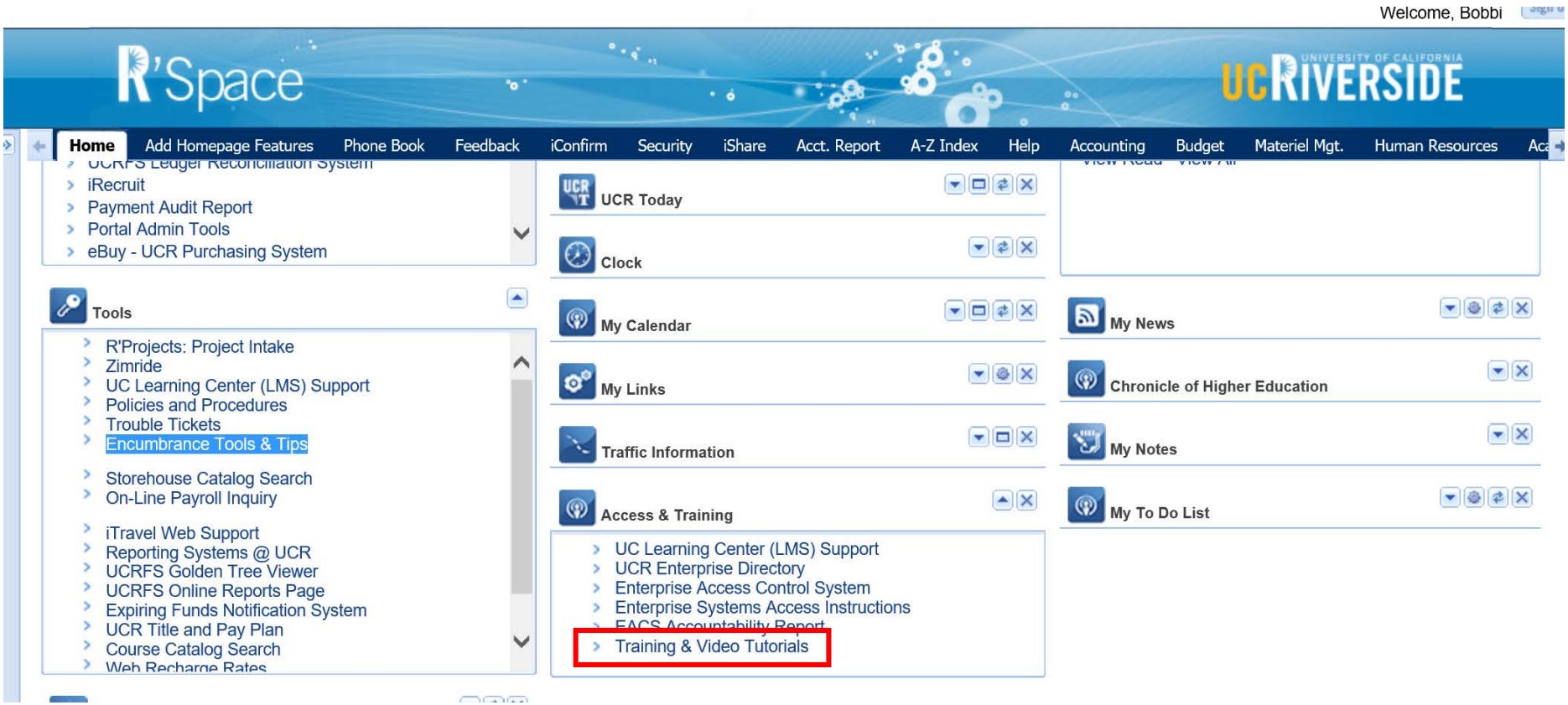
Back To Payment Inquiry

Bank Name:	Accounts Payable	**Pymnt Ref ID:**	1166262
Bank Account #:	CHECKS	**Accounting Date:**	06/15/2017
Pay Cycle:	UCR7CR **Seq Num:** 4702	**Payment Date:**	06/15/2017
Vendor Name:	DELL MARKETING LP	**Days Outstanding:**	1
Address:	PO BOX 910916	**Payment Clear Date:**	
		Reconcile Date:	
	PASADENA CA 91110-0916 USA	**Value Date:**	06/15/2017
Payment Amount:	38,224.39 USD	**Payment Method:**	CHK
Description:			

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discoun
UCR	01790311	1	06/01/2017	10169793320	5,002.93	5,002.93	USD	
UCR	01790188	1	04/14/2017	10160104370	21,103.74	21,103.74	USD	
UCR	01789884	1	06/04/2017	10170227667	874.87	874.87	USD	
UCR	01789653	1	06/01/2017	10169756139	836.13	836.13	USD	
UCR	01789163	2	05/31/2017	10169436448	605.34	605.34	USD	
UCR	01788981	2	03/28/2017	10156443992	3,714.65	3,714.65	USD	
UCR	01788748	2	04/08/2017	10158925645	750.93	750.93	USD	
UCR	01787180	2	05/23/2017	10167719479	1,430.40	1,430.40	USD	
UCR	01787175	2	05/23/2017	10167824550	2,091.56	2,091.56	USD	
UCR	01787170	2	05/20/2017	10167392942	713.53	713.53	USD	

Rspace Video Tutorials

- Accounts Payable Inquiry, Purchase Orders - What's New, What's Different
- Accounts Payable Inquiry, Payments - What's New, What's Different



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Asset Management System

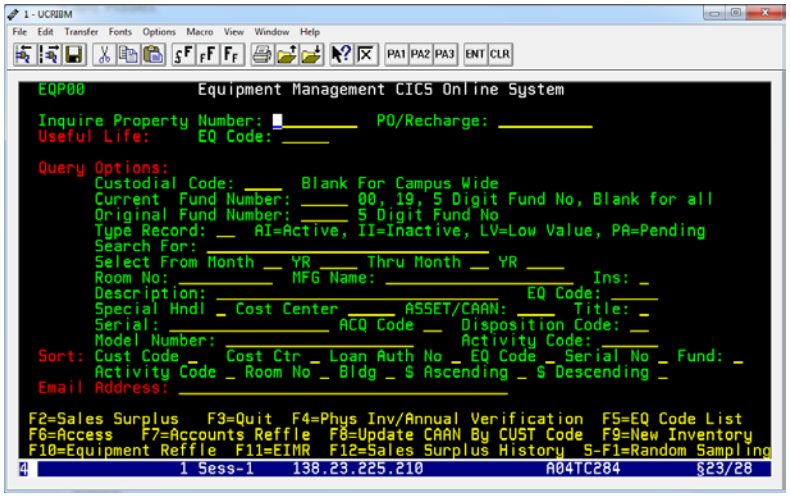
- Presented by Steve Staples, Equipment Manager

What is the Asset Management System?

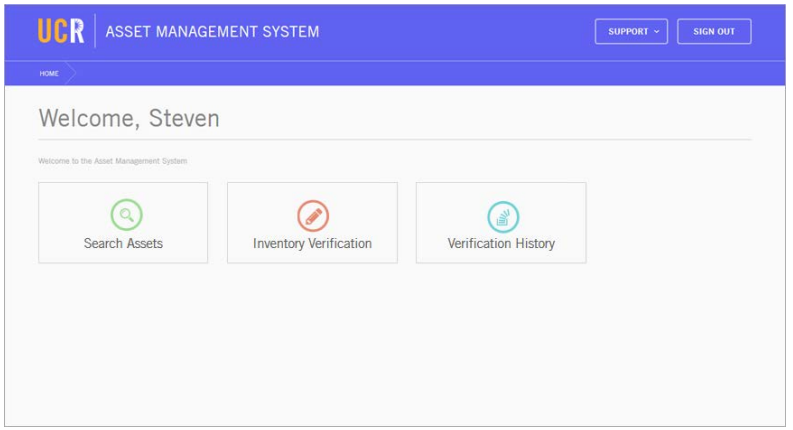
- Interim solution to replace the Equipment Management System (EMS)
- What are the reasons for replacing?
  - EMS is a 40+ year old IBM Mainframe system
  - User access and reporting are difficult
- What are the benefits?
  - Web based
  - Single sign-in (CAS)
  - Access assigned via EACS
  - R'Space Authorized Applications
  - Increased transparency and easier access to information
  - Integration with FMS (Facilities Management System)
  - Ability to add comments and attachments

Inventorial Equipment Database

Equipment Management System (EMS)



Asset Management System (AMS)



The AMS is live as of 6/19/2017 and is accessible via R'Space once a role is allocated within the EACS

What is the Asset Management System?

- What are the functions of the system?
  - Campus wide database of Inventorial Equipment records
  - Ensures compliance with federal regulations
  - Assist with generating property close-out reports
  - Processes departmental request for equipment dispositions and transfers (EIMR's)
  - Verifies and tracks departmental completion of annual inventory requirements
- Please note the AMS will have a phased implementation
  - Additional roles and functions will be added over time for a variety of University functions

Asset Management System Roles

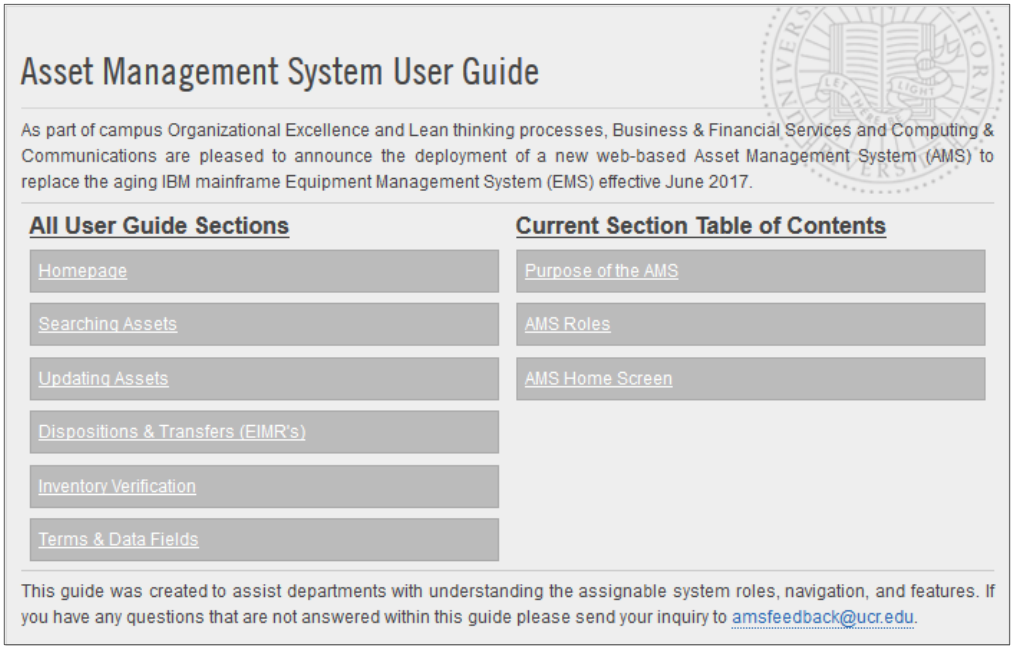
- Department Role
  - Department Custodian (Equipment Custodian):
    - Ability to view asset records associated with their designated accountability structures
    - Modify select record fields
      - serial numbers, location, condition, usage, and assigned user
      - attach documentation/photos
      - request equipment dispositions/transfers
    - Submit inventory verification entries for Annual Inventory and biennial Physical Inventory.

FY2017 Equipment Inventory

- SAA's will need to designate the Department Custodian (Equipment Custodian) as soon as possible
- Inventory is due on 7/7/2017 for all departments
  - All assets records must be up-to-date
  - If a biennial Physical Inventory is due all assets must be physically located by department
  - All EIMR's for dispositions and transfers should be submitted prior to inventory verification

Online AMS User Guide

- A comprehensive online AMS Guide is available at: http://bfs.ucr.edu/equipment/amsguide_home.html



Asset Management System User Guide

As part of campus Organizational Excellence and Lean thinking processes, Business & Financial Services and Computing & Communications are pleased to announce the deployment of a new web-based Asset Management System (AMS) to replace the aging IBM mainframe Equipment Management System (EMS) effective June 2017.

All User Guide Sections

- Homepage
- Searching Assets
- Updating Assets
- Dispositions & Transfers (EIMR's)
- Inventory Verification
- Terms & Data Fields

Current Section Table of Contents

- Purpose of the AMS
- AMS Roles
- AMS Home Screen

This guide was created to assist departments with understanding the assignable system roles, navigation, and features. If you have any questions that are not answered within this guide please send your inquiry to amsfeedback@ucr.edu.

- The presentation for the two training sessions that were held on 6/19/2017 and 6/21/2017 is also available on the above link

Asset Management System Launch

- Initial AMS stability issues were promptly resolved
- Department feedback is important and will be prioritized for future enhancements.
- Suggestions under consideration:
  - Cost Center Data
  - EMS Legacy Location Data (for Excel Exports)
  - Inquiry AMS Roles
- Please send any questions or feedback on the AMS or the FY2017 inventory verification process to amsfeedback@ucr.edu

Questions

Thank you for attending today's Users Group meeting