UCRFS Users Group Meeting

Monday, May 21, 2018
10:30 – Noon
Alumni & Visitors Center
Agenda

• Welcome – Pauline Librenjak
• FAU Management Tool Demo – Elizabeth Carr
• PIWRS Demo – Brian Griffin
• Guidance on Requesting UCR’s W-9 – Aver Smith
• Credit Card Reconciliations – Suzanne Bailey and Carolyn Watson
• Best Practices on NCTs (Non-Payroll Cost Transfers) – Jerry Monahan
• Best Practices on Project Codes and Cost Centers – Jerry Monahan
• Sales & Service FYE Budget Entries – Jerry Monahan
• UCRFS Ledger Report Overview – Linda Casteel and Deb Terao
• FY2018 Closing
  ➢ Accruals and Deferrals – Linda Casteel
  ➢ Key Closing Dates – Pauline Librenjak
FAU Management Tool Demo

Presented by Elizabeth Carr
FAU Change Request Process Flow

1. Start
2. FAU Transactor creates request
3. Simple or Complex Request?
   - Simple: FAU Transactor Submits Request
   - Complex: System Warning Message - FAU Change Tool does not currently allow Complex Requests
4. FAU Transactor can submit Complex Request through ServiceLink Generic Request in the interim
5. SSCs process request in UCPath
6. Funding Rows Updated in UCPath
7. Automatic Nightly Upload of funding rows
8. FAU Approver Approves Request
FAU Demo

• Searching for employees paid on a fund
• Performing a global update to employees paid on a fund
• Identify future effective dated funding
• Discuss gaps in funding and the impact of gaps
• Relationship between Position Department and Position Funding Department
• Q&A
Searching and Updating C&G Funding

• Scenario
  • Searching for employees paid under fund 57080. Use global change to update effective date.

• Criteria
  • Fund: 57080
Future Effective Dating and Funding Gaps

• When an individual has future effective dated rows in the FAU Change Tool, a hyperlink will appear under the new rows section.
  • Ex: 40015015

• When future effective dating is used, there is a risk that funding gaps might appear due to UCPath’s Fiscal Year End Roll-Forward process.
  • A roll-forward process will occur on the funding rows when there are no future effective dated rows in the next Fiscal Year.
  • Risk: Roll-forward will not occur if future rows are present in next Fiscal Year.
    • Ex: For 40015015, if there was no 7/1 row and only the 10/1 row existed, a funding gap would occur. Salary charges would hit the Department Default FAU until the 10/1 row takes effect.
    • Risk Mitigation: Ensure that a 7/1 row is present any time a future effective date is used in the next fiscal year.
Position Department and Funding

• Position Data Change of Department does not cascade to Position Funding.
  • If a position moves from one department to another, funding will need to be reestablished under the new department.
  • Risk: If funding is not established under the new department, pay will hit the Department Default FAU and a Salary Cost Transfer will be needed.
PIWRS (Principal Investigator Web Reporting System) Demo

Presented by Brian Griffin
PIWRS Overview

• What is PIWRS?
  • The PI Web Reporting System (PIWRS) is a campus reporting tool that generates monthly Contract & Grant financial reports for Principal Investigators (PIs).
  • Provides PIs the ability to electronically acknowledge the monthly review of expenditures charged to their sponsored projects. Additionally, the PIWRS includes enhanced “drill down” functionality enabling faculty to review detailed salary and benefit information by fund.
  • The PIWRS was initially released during October 2010. PIWRS core functionality includes Summary and Detail Reports designed to facilitate the review of month-to-month expenditures and overall fund balances.
New EACS Roles for PIWRS
## Analyst Grids

### PIWRS Web Reporting System

**Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Debbie Van Zanten)**

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## Analyst Grids

### PIWRS PI Web Reporting System

Welcome, Central Office user Pauline Libenjak (impersonating Coordinator Debbie Van Zanten)

**Welcome** | **Summary Report** | **TEMP Ledger FAU** | **Dept Defined FAU**
---|---|---|---
**Fiscal Year:** 2018 | **Period:** 8 - February | **Acct Structure:** D01050 - Nematolog | **Search** | **Reset Search** | **Export Data** | **Quarterly Certification of Dept-defined FAU** | **Save Changes**

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**Main Menu**

**UCR**

13
### New DD Summary Report

#### Financial Summary Report for Andreas Westphal

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Note: Balances are net of allocations, expenses, encumbrances. Click on column headers to drill-down into Current Period Report and projections.
Projections

Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Debbie Van Zanten)

Managing Current Salary Projections for C&G (Non-Shared) Funds (Period 8, Fiscal Year 2018)

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<td>MAUNG</td>
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<td>Account 504110 Activity A01092 Fund 25186 Function 44 Cost 00 MAV REG REG 009612 SRA 2 RX 1.00</td>
<td></td>
</tr>
</tbody>
</table>
Guidance on Requesting UCR’s W-9

Presented by Aver Smith
Guidance on Requesting UCR’s W-9

Often outside parties request written certification of the university’s legal name and federal Taxpayer Identification Number (TIN).

To mitigate against inappropriate use of UCR’s TIN
• Requests **must** come through a UCR employee, staff or student
  • Direct requests from outside parties are not honored
• Requests should be sent to: ucrap@lists.ucr.edu
• UCR’s completed W9 form will be sent directly to the requesting outside party
Credit Card Reconciliation

Presented by Suzanne Bailey and Carolyn Watson
Topics

- Merchant Responsibilities
- Tools for Reconciliation
- Reconciliation Process
- Q&A
Merchant Responsibilities

• **Monthly** responsibilities include:
  • Reconciling the monthly activity reports to the departmental ledgers
    • The credit card statements (i.e., activity reports) are sent monthly via campus mail from the MCO.
    • The reports from your storefront payment gateway (CASHNet, Bluefin, Merchant Link, etc.) and/or POS (Micros, EPIC)
  • Statements include:
    • Any transactions processed for the month
      • Date cleared, not the transaction date
    • Total amount of credit card sales/refunds
    • Total of any charges (Fees/Adjustments/Chargebacks)
  • Assists in finding duplicate transactions
  • Assists in resolving errors and/or rejects
  • For full responsibilities, see **Policy 200-17**
Tools for Reconciliation

• Reconciliation is the process to confirm that what was posted to the bank and what was posted to the departmental ledgers are aligned.
  • Tool 1: CCRRS
    • This tool represents what fed to UCRFS
    • Departmental Cash Collection Reports
  • Tool 2: Monthly Credit Card Statement (i.e., Activity Report)
    • This tool represents what was deposited at the bank
    • This will show fees, chargebacks and refunds

• Reconciliation Process
  • Compare *Departmental Cash Collection Report* to *Monthly Credit Card Statement*.
  • Find and resolve any discrepancies.
Tool 1: CCRRS Dept. Report

• Once you are logged into CCRRS, under ‘Reports and Query Tools’ enter the month you want to reconcile, and click ‘search’.
Tool 1: CCRRS Dept. Report

- The report that generates will include all of your department’s information for that selected month.

<table>
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<tr>
<th>Department</th>
<th>Last Update By</th>
<th>Last Update Date</th>
<th>Control Number</th>
<th>DAF Number</th>
<th>Transaction Type</th>
<th>Report Nickname</th>
<th>Cash Collection Date</th>
<th>Daily Total</th>
<th>Routing Location</th>
<th>Cashier Complete Date</th>
<th>Feeder Date</th>
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<td>ON LINE CHARGES</td>
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<td>Report Complete</td>
<td>09/29/2017</td>
<td>09/28/2017</td>
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</tbody>
</table>
Tool 1: CCRRS Dept. Report

- If you save this report to Excel, you can easily edit and remove any unneeded or unwanted data. Click **Save to Excel**.

- As Career Center accepts both ‘online’ and ‘dial-out’ credit cards, all data except their ‘Dial-Out’ transactions were removed. The amounts highlighted in yellow are reflected on the September statement.

<table>
<thead>
<tr>
<th>Last Update Date</th>
<th>Control Number</th>
<th>Report Nickname</th>
<th>Cash Collection Date</th>
<th>Daily Total</th>
<th>Routing Location</th>
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<td>09/20/2017</td>
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<td>10/05/2017</td>
</tr>
</tbody>
</table>
Tool 2: Monthly Credit Card Stmt

- So we can now match CCRRS amounts to the monthly credit card statement.

- This statement shows $6,475.00, and the CCCR shows $10,310.00, which is a **$3,835.00 difference**.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Batch Submitted</th>
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<th>Visa</th>
<th>American Express</th>
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<td>$500.00</td>
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<td>$500.00</td>
</tr>
</tbody>
</table>

Sub Totals | $75.00 | $6,300.00 | $100.00 | $8,475.00

Total | $6,475.00
Tool 2: Monthly Credit Card Stmt

- The difference of $3,835.00 is part of August’s statement should have been listed as reconciling items. The August outstanding items are offset in September.
Reconciliation Process

**Tool 1: CCRRS Dept. Report**

<table>
<thead>
<tr>
<th>Cash Collection Date</th>
<th>Daily Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/28/2017</td>
<td>$175.00</td>
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<tr>
<td>09/14/2017</td>
<td>$4,100.00</td>
</tr>
<tr>
<td>08/24/2017</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>09/21/2017</td>
<td>$630.00</td>
</tr>
<tr>
<td>09/27/2017</td>
<td>$500.00</td>
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<tr>
<td>09/15/2017</td>
<td>$350.00</td>
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<td>09/22/2017</td>
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<tr>
<td>08/29/2017</td>
<td>$100.00</td>
</tr>
<tr>
<td>09/26/2017</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**Total Submitted**

- $90.00
- $4,100.00
- $350.00
- $630.00
- $730.00
- $75.00
- $500.00

**Total**

- $8,475.00
- $6,475.00
Reconciliation Process

• Departments must prepare CCR’s timely per UC policy, for proper cash management and to facilitate reconciliations.
  • Normally daily
  • For smaller deposits, no less frequently than weekly. See policy for limitations

• If a discrepancy is identified between your statement and UCRFS, the reason for the difference must be determined. Discrepancies are usually an issue of timing.
  • Example: *End of the month* transactions may reflect on the next month’s statement.

• Departments are required to perform monthly reconciliations and immediately resolve discrepancies
Revised wording and removed reference to Accounting

Bobbi A McCracken, 5/19/2018
Best Practices on NCTs (Non-Payroll Cost Transfers)

Presented by Jerry Monahan
Best Practices on NCTs (Non-Payroll Cost Transfers)

• In the UC Learning Center (LMS), the “Cost Transfers: NCT & FCT Training” provides detailed training on the UCRFS NCT application.

• Common questions Accounting receives:

1) How do I transfer only part of an expense?
   The NCT application brings back the total amount of the transaction I want to transfer, but I only want to transfer $501.20 of this expense.
Best Practices on NCTs (Non-Payroll Cost Transfers), continued

Therefore, you change the amount on line 1 from -1002.40 to -501.20.
2) I need to correct an NCT journal I entered earlier today. However, when I search for it, it is not found.

Under the NCT application, click on “Journals” not “Inquiry”, enter the Journal ID, and click on Search. You do not need to change the “Journal Header Status”. If you don’t know the Journal ID, search by your User ID.

You must correct the journal the same day, before it posts to the general ledger that night.
3) How do I correct an NCT journal that is in error? Under the NCT application, click on “Journals” not “Inquiry” and enter the Journal ID. You also need to change the “Journal Header Status” to “Journal Has Errors”.

![Image of UCRFS UCR Financial System]

*Note: The image shows a screenshot of the UCRFS UCR Financial System, highlighting the section for transferring journals and the option to set the Journal Header Status to "Journal Has Errors".*
Correct the NCT journal and remember to save the journal so it will post that night.

4) Time to hear from you: Since you only have one chance to NCT an expense, what are your best practices to ensure NCTs are processed correctly?

• Any questions about this topic?
Best Practices on Cost Centers and Project Codes

Presented by Jerry Monahan
Best Practices on Cost Centers and Project Codes

• The two-digit pre-fix for Cost Centers and Project Codes are assigned to a particular Dept Code. For example, D01100 – Accounting has the following prefixes:

• If your Dept Code needs a pre-fix, please send an email to jerry.monahan@ucr.edu.

• Special Note: Project Codes do not have to begin with the pre-defined prefix. If NO prefix is selected, the Project Code must start with a NUMBER; the maximum length of this type of project code is 5 characters. Please be aware, Project Codes beginning with a number are assigned on a first-come- first-serve basis and will not appear under your departmental pre-assigned prefix list.
Best Practices on Cost Centers and Project Codes, continued

• To avoid duplicate cost centers and project codes with the same description, the transactor should also perform a “search” to ensure the description has not previously been assigned.
Best Practices on Cost Centers and Project Codes, continued

• The total Cost Center value (pre-fix plus suffix) may not exceed 5 characters.

• The Short Description (up to 10 characters) is an optional field.

• The Long Description (up to 30 characters) is a required field, and this description will appear on the Golden Tree Viewer as well as on the FAU description field of other UCR applications.
Best Practices on Cost Centers and Project Codes, continued

• The total Project Code value (pre-fix plus suffix) may not exceed 5 characters.

• The Short Description (up to 30 characters) is a require field, and this description displays on the Golden Tree Viewer as well as the FAU description field of other UCR applications.

• The Long Description (up to 254 characters). This is also a required field. This description appears in the UCRFS Chart field Attributes and should provide additional information regarding how the code will be used.
• General Accounting reviews and activates new Cost Center and Project Codes once a week, usually on Wednesday afternoons. If you need a Cost Center or Project Code activated sooner than that, please send an email to Jillian Ramirez and copy Jerry Monahan.

• If you are planning on setting up a significant group of new Cost Center and/or Project Codes to be used in the new Fiscal Year, please submit these requests as soon as possible. Preferably no later than June 15th.

• Any questions about this topic?
Sales and Service FYE Budget Entries

Presented by Jerry Monahan
Sales & Service Year End Budget Entries

- Closing sales and service budget balances out to BC75 will allow the entity to easily identify prior year surpluses/deficits

<table>
<thead>
<tr>
<th>FY</th>
<th>Bud Cat</th>
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<th>Activity</th>
<th>Fund</th>
<th>Function</th>
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<td>Unexp Bal Specific Funds</td>
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<td>10</td>
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<tr>
<td>2018</td>
<td>BC40</td>
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<td>($3,182.03)</td>
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<td>A01xyz</td>
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<td>($134.00)</td>
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<td>BC44</td>
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<tr>
<td>2018</td>
<td>BC46</td>
<td>BC, Computing - Includes COGS</td>
<td>A01xyz</td>
<td>606xx</td>
<td>40</td>
<td>($1,659.69)</td>
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<td>($1,899.69)</td>
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<tr>
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<td>BC47</td>
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<td>Current year revenue and expenses</td>
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<td></td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>
**Sales & Service Year End Budget Entries, continued**

- The amounts to use on the BEA to close out the budget balances to BC75 is the opposite of the amount in the Balance column.

<table>
<thead>
<tr>
<th>FY</th>
<th>Bud Cat</th>
<th>Bud Cat Description</th>
<th>Activity</th>
<th>Fund</th>
<th>Function</th>
<th>Balance</th>
<th>Amount to use on BEA</th>
</tr>
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<tbody>
<tr>
<td>2018</td>
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<td>BR, Sales &amp; Service Educ Act</td>
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<td>606xx</td>
<td>20</td>
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<td>($500.00)</td>
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<tr>
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<td>BC40</td>
<td>BC, Travel</td>
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<td>606xx</td>
<td>40</td>
<td>($3,182.03)</td>
<td>$3,182.03</td>
</tr>
<tr>
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<td>BC41</td>
<td>BC, Supplies &amp; Materials</td>
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<td>($8.51)</td>
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<tr>
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<td>BC42</td>
<td>BC, Services, Other</td>
<td>A01xyz</td>
<td>606xx</td>
<td>40</td>
<td>($1,157.68)</td>
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<td>606xx</td>
<td>40</td>
<td>$26,727.91</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Current year revenue and expenses**

$20,490.45

---

**Note:**

- The amounts in the Balance column are the differences between the budgeted (Bud Cat) and actual (Activity) amounts.
- The amounts to use on the BEA are the opposites of the Balance amounts, indicating what needs to be transferred to or from BC75 to balance the budgets.
This will be the BEA to close out the budget balances to BC75 in preparation for YE close

<table>
<thead>
<tr>
<th>Bud Cat</th>
<th>Bud Cat Description</th>
<th>Activity</th>
<th>Fund</th>
<th>Function</th>
<th>TEMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>B60000</td>
<td>BR, Sales &amp; Service Educ Act</td>
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<td>606xx</td>
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</tr>
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<td>$3,182.03</td>
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<td>A01xyz</td>
<td>606xx</td>
<td>40</td>
<td>($6,237.46)</td>
</tr>
</tbody>
</table>

Added the first bullet to explain why this exercise is important.
Bobbi A McCracken, 5/19/2018
Sales & Service Year End Budget Entries, continued

• This is how the budget balances will appear after completing this BEA

<table>
<thead>
<tr>
<th>FY</th>
<th>Bud Cat</th>
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<th>Activity</th>
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<th>Function</th>
<th>TEMP</th>
<th>ACTUALS</th>
<th>Balance</th>
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<tr>
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<td>($21,830.49)</td>
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<tr>
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</table>

Temporary balances carried forward into the following fiscal year:

<table>
<thead>
<tr>
<th>FY</th>
<th>Bud Cat</th>
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<td>BC, Travel</td>
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<td>40</td>
<td>$1,037.64</td>
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<td>$0.00</td>
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<td>2018</td>
<td>BC41</td>
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<td>40</td>
<td>($157.28)</td>
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<td>$0.00</td>
</tr>
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<td>2018</td>
<td>BC42</td>
<td>BC, Services, Other</td>
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<td>40</td>
<td>$1,023.68</td>
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<tr>
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<td>40</td>
<td>$20,490.45</td>
<td>$0.00</td>
<td>$20,490.45</td>
</tr>
</tbody>
</table>

Ending Fund balance or what will be carried forward into the following fiscal year:

<table>
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<tr>
<th>FY</th>
<th>Bud Cat</th>
<th>Bud Cat Description</th>
<th>Activity</th>
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<th>ACTUALS</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>($20,490.45)</td>
<td>$20,490.45</td>
</tr>
</tbody>
</table>
UCRFS Ledger Report Overview

Presented by Linda Casteel and Deb Terao
UCRFS users have 2 options to obtain commonly used financial reports

1. Month-end System Generated Reports
   - Time-saving
   - Reports are available in both PDF and HTML formats
   - HTML format provides hyperlinks to voucher and purchase order details
   - Accurately reflects officially closed accounting periods for reconciling
   - Access via R’Space: UCRFS Online Reports Page
2. Ad-hoc UCRFS Reports

- Transactions from feeder systems and on-line processing applications are updated nightly (Note: Indirect Cost is assessed on a monthly basis)
- Allows user defined criteria
- Reports are only available in PDF format
- Access via UCRFS under “Reports and Inquiry”
UCRFS Ledger Report Overview

UCRFS Navigation for Ad-hoc FTD Report
UCRFS Ledger Report Overview

Please use the following hyperlink to view a table of various financial reports and related information:

cnc.ucr.edu/reports/ondemand.html

*Deficit Analysis Report – especially useful with fiscal close approaching
UCRFS Ledger Report Overview

Several report types commonly used by campus departments

• Financial Transaction Detail (FTD) report
  • Official departmental ledger for monthly reconciliation
  • Appropriation, Expenditure & Encumbrance details for specified month

• Inception to Date report
  • Developed for Contract & Grant (C&G) funds
  • Financial information from fund start date (not by fiscal year)
  • Fund-centric; will include all functions and activity codes associated with fund
  • Compare budget to actuals by Budget Category (BC)
  • Expense Account Summary - current period and cumulative expenditures by expense account

• Corporate Financial Activity Summary report
  • Summary of financial activity for all funds & functions by activity code
  • Permanent Budget, Current Appropriations, Encumbrances & Balances by BC
UCRFS Ledger Report Overview

A Department’s Approach to Reviewing the FTD Report

• Fund may determine allowability of expenses
  • Restricted vs. unrestricted
  • Start & end dates
  • Re-budget among budget categories
  • Cost center and/or project codes

• Balance and Balance w/Encumbrances
  • Overall FAU level
  • Budget Category level

• Expenditures
  • Backup/approval based on amount or type of expense
UCRFS Ledger Report Overview

FTD Report Examples (viewed & discussed):

1. Gift fund  A01095-13490-43

2. Academic Dept Operating fund  A01095-19900-40

3. Contract & Grant fund  A01095-33091-44

4. UC Path Dept Default Suspense  A01095-69993-44
Fiscal Year Close - Accrual and Deferrals

Presented by Linda Casteel
Fiscal Year Close – Accruals and Deferrals

Accruals & Deferrals

To comply with Generally Accepted Accounting Principles (GAAP), expenses for goods and services should be recorded in the fiscal year received, and 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 a materiality threshold which is published in the year-end closing letter (http://accounting.ucr.edu/news/20180426-fiscalclosingletter.html).

Beginning FY2018, a single materiality threshold will be used:

$50,000 – July 1 to August 30

A complete accrual & deferral presentation (2015) is available on the Accounting Office website:

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

At times, unique or unusual situations can arise. We ask that you contact the Accounting office to discuss these instances after discussing with your department Financial Manager/ CFAO.
Fiscal Year Close – Accruals and Deferrals

• Every effort should be made to have approved invoices and payment requests to the Accounting Office by the June 8\textsuperscript{th} deadline to minimize the need for expense accruals.

• Ensure all purchase orders are marked “Ok to Pay” for submitted invoices/payment requests.

• Please continue to submit invoices and payment requests after this cut-off. Invoices/payment requests submitted after June 8\textsuperscript{th} will be prioritized for Period 12 Ledger processing. Departments will need to follow up on invoices $50,000 and greater, submitted after the cut-off to determine if an accrual is necessary.
Fiscal Year Close – Accruals and Deferrals

• Please contact the Accounting Office as soon as possible if a potential accrual or deferral has been identified after the July 5th deadline.

• Transactions less than $50,000 should not be submitted for accrual/deferral unless special circumstances justify an exception.

Accrual and Deferral Templates:

http://accounting.ucr.edu/general/index.html#fiscal
FAQs

• **ACL** is the source code on accrual and deferral journals.

• An expense accrual journal entry is not a permanent charge to the fund. The entry will **post with a 6/30 date** (to record the expense in the appropriate fiscal year) and **reverse 7/1 of the new fiscal year**. The invoices/payment requests are processed for payment through normal channels in the new fiscal year.

• **Encumbrances** are used as a planning tool to predict cash outflow and avoid budget overspending. They may not be used alone to substantiate an accrual entry. However, a review of outstanding encumbrances can be helpful in identifying items that should be accrued. Goods and/or services must be received, in acceptable condition (e.g. PO terms & conditions are complete, no defective/damaged goods, etc.), by June 30th.
Fiscal Year Closing – Key Dates

Presented by Pauline Librenjak
Key Closing Dates

Thursday, May 31st 5:00 p.m.

Review BC60 - Inventorial Equipment for correct classification
• Unit cost of $5,000+ with a useful life of 12+ months

Review Fabrications in process
• If completed, report to Equip Mgmt
• Does not result in a functional piece of equipment, submit cost transfer to reclassify all related expenses

Process all PERM BEAs for FY2018/19
• To establish/change your perm budget for 2018/19
Key Closing Dates

Friday, June 8\textsuperscript{th} 5:00 p.m.

Supply and/or Service Orders less than $100K
- Use eBuy to submit new PR requisitions
- June 9\textsuperscript{th} is last day Procurement will accept requisitions against current year appropriations and still ensure issue of orders by June 30\textsuperscript{th}

ePay Payment Request, Invoices from Vendors, Travel
- To ensure posting to Period 12 ledgers
- Continue to process/forward ePay and Invoices
- Received after this date will be reviewed for materiality

Monday, June 11\textsuperscript{th}

ProCard Use Tax Corrections
- For transactions processed through June 10\textsuperscript{th}
- Email ucrAP@lists.ucr.edu with supporting documentation

Tuesday, June 12\textsuperscript{th}

Resolve and eliminate deficits in all funding sources
- Reduces the necessity of PY cost transfers
Key Closing Dates

**Thursday, June 14th**

Petty Cash Reimbursement
- To ensure posting to Period 12 ledgers

**Friday, June 15th**

Feeder Systems
- Asked to submit entries by June 15th
- All remaining journal feeds must be submitted by July 1st

**Monday, June 18th**

Intercampus Recharges Other Than Payroll
- Form completed with FAU elements and received in Accounting
Tuesday, June 19th

UC Path System Database Changes for June Monthly Payroll

- Last day for SSCs to transact (i.e. to enter time worked/leave taken)
- Changes to UC Path affecting June monthly payroll
- Critical that departments coordinate with their SSC when requests must be submitted to make the UC Path deadline
Key Closing Dates

Wednesday, June 20th by 5:00 p.m.

Paper based “Non-Payroll” Expense Transfers
- Cannot be processed through the NCT/FCT applications
- Before submittal, ensure form has all approvals
- If C&G fund, must be completed within 120 days

ProCard Purchases
- Fiscal year cut-off for all ProCard purchases
- Purchases through June 20th will appear in the Period 12 ledgers
- Purchases after this date, will appear in FY2019
Key Closing Dates

Monday, June 25th (subject to change)

UC Path Salary Cost Transfers (SCTs) – Monthly and Bi-weekly
- Last day to submit SCTs to SSCs
- Coordinate with SSC
- Will ensure transactions appear in the Period 12 ledgers
- 120 day rule is active and working in the SCT tool

Ledger Reconciliation and Storage System (LRSS)
- Complete ledger reconciliations
- If required, correct error(s) to ensure reflected in Period 12
Key Closing Dates

**Wednesday, June 27th at Noon**

**Cash Deposits**
- Cash and checks must be delivered to the Main Cashier’s Office to ensure posting to Period 12 ledger
- After this date, continue to forward cash and checks to MCO

**Friday, June 29th**

**UC Path System Database Changes for June Bi-weekly Payroll (B1 for PPE 06/30/18)**
- Last day for SSCs to transact (i.e. to enter time worked/leave taken)
- Changes to UC Path affecting June bi-weekly payroll
- Critical that departments coordinate with their SSC when requests must be submitted to make the UC Path deadline

**UC Path – PLD Journal**
- Monthly PLD Journal - Target posting date
Key Closing Dates

**Friday, June 29th (cont’d)**

Addition/Reduction to Valid DAPO Encumbrances

- Last day to process CO through eBuy to reflect adjustments to June 29th encumbrance balances

Balance Staffing

Encumber DAPO Orders

- DAPO eBuy orders must be marked Encumbered or OK to Pay

Encumbrance Release

Resolve and eliminate all fund overdrafts
Key Closing Dates

Tuesday, July 3\textsuperscript{rd}

Feeder Systems
- All feeder system departments must submit transactions to appear in Period 12 ledgers

Thursday, July 5\textsuperscript{th}

Accruals and Deferrals
- Accruals/Deferrals are due in Accounting
- Templates are available on Accounting’s website

Non-payroll Cost Transfers (FCTs and NCTs)
- Must be completed and marked for posting

Procard Transfers (PCTs)
- All expenses appearing in GL account 780315 must be redistributed
Key Closing Dates

**Saturday, July 7**

UC Path – PLD Journal

- Bi-weekly (B1) PLD Journal - Target posting date

**Tuesday, July 10**

TEMP BEA Deadline for Departments

- Must be entered in UCRFS using 06/30/2018 as the journal date by July 10th
- Must be error free in order to be reflected on June’s Prelim Ledger
Key Closing Dates

Other Important Dates

FTD Reports

• Will be generated and posted weekly beginning Monday, June 11th
• Will be generated and posted daily beginning Monday, July 2nd
• Email will be distributed when reports available

Wednesday, August 1st

• Projected Closing Date for FY2018
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 Tuesday, September 11, 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 Monday, June 11, 2018.
- [https://forms.office.com/Pages/ResponsePage.aspx?id=xCpi m6aGnUGbmr-zP0XAVEtsbWuOfYNAo7gHdjTh-yZUQVFSSIQ4ODk3MUxRWFZMTTJEOU5ZKR0VISC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=xCpm6aGnUGbmr-zP0XAVEtsbWuOfYNAo7gHdjTh-yZUQVFSSIQ4ODk3MUxRWFZMTTJEOU5ZKR0VISC4u)