

UCR



UCRFS Users Group Meeting

Monday, May 21, 2018

10:30 – Noon

Alumni & Visitors Center

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



UNIVERSITY OF CALIFORNIA, RIVERSIDE



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



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)

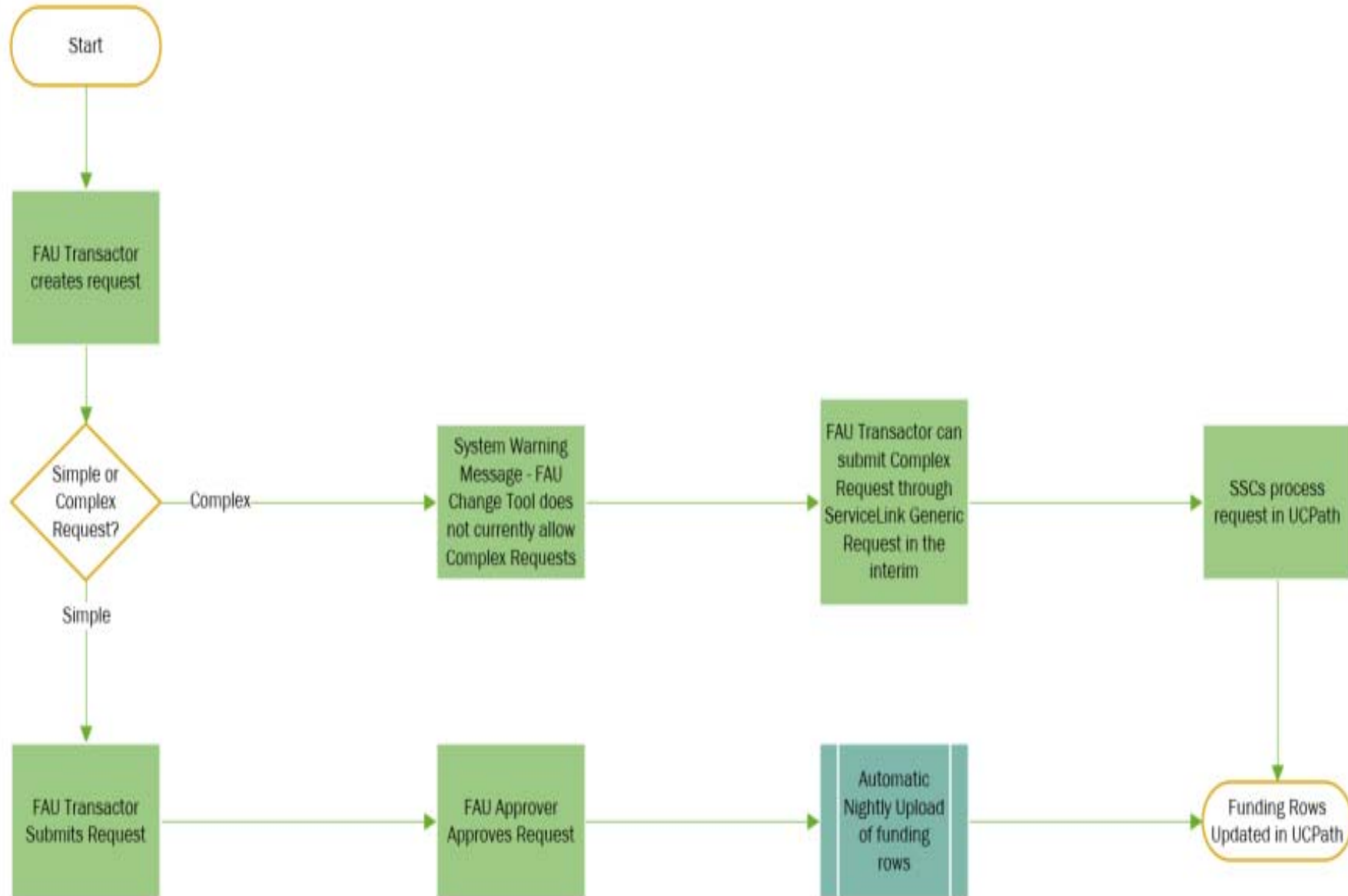


FAU Management Tool Demo

Presented by Elizabeth Carr



FAU Change Request Process Flow





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



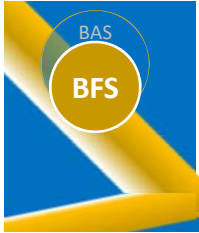
Searching and Updating C&G Funding

- 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.



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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

Enterprise Access Control System

Debbie Van Zanten
DEPARTMENT SAA Nematology -- D01050

[Back to User List](#) [Main Menu](#)

All Applications

Available Applications:

- MediaWorks
- PAMIS
- PAMIS e-CAR
- PI Web Reporting System (PIWRS)**
- Profiles
- R'Grad
- Resource Management System
- Scotmail Digest Tool
- Self Assessment Tool (SAT)
- Service Now Import Tool
- ServiceLink
- SIS Data Warehouse
- Storehouse
- Student Academic Advising System
- Student Data Query System

Application Access for BALDWIN (James Baldwin)

Application
Academic Personnel eFile System
CNAS FAU Management System
Travel
Travel

EACS - Add New Applications - Firefox Developer Edition

File Edit View History Bookmarks Tools Help

eacstest.ucr.edu/eacs_test/EACS_USER_V2.App_New_...

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Enterprise Access Control System

Please select the appropriate roles for BALDWIN

App Name	Role
PI Web Reporting System (PIWRS)	COORDINATOR
	COORDINATOR
	Department Defined PI
	Department Defined Department Head
	Department Defined Center Director

[Next](#) [Cancel & Close](#)



Analyst Grids



Welcome, Central Office user Pauline Librenjak (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](#)

[Fund Class](#) | Prime PI Net ID: | Fund: | Status - Prime PI Report: | [Reset Filters](#) | [Copy to Dept-defined FAU grid](#) | [Save Changes](#)

Main Menu

Fund Class	Prime PI	Prime PI Auto Display in PIWRS	Activity	Fund	Function	Fund Begin Date	Fund End Date	Temp Amount	Dept Defined Alloc Amt	Difference	On Dept-Defined Grid	Copy to Dept-Defined Grid	Collaborator	Status-Prime PI Report	Comments
Contract ...	debusj	Y	A01080	22452	44	09/01/2010	08/31/2018	\$120,101.55			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	30103	44	03/01/2012	02/28/2018	\$200.72			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33061	44	03/01/2016	02/28/2019	\$46,153.80			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33069	44	06/01/2016	05/31/2017	\$1,140.25			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33094	44	06/01/2017	05/31/2018	\$119,170.08			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33097	44	03/01/2017	02/28/2019	\$20,000.00			N	<input type="checkbox"/>		A	
Contract ...	jikuis	Y	A01080	33078	44	08/01/2016	05/31/2018	\$386,667.04			N	<input type="checkbox"/>		A	
Contract ...	jikuis	Y	A01080	57044	44	06/01/2015	05/31/2019	\$188,818.19			N	<input type="checkbox"/>		A	
Contract ...	jikuis	Y	A01080	57045	44	07/01/2015	06/30/2018	\$87,448.73			N	<input type="checkbox"/>		A	



Analyst Grids



Welcome, Central Office user Pauline Librenjak (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](#)

Fund Class: [v] | Role: [v] | UCR Net ID: [v] | Fund: [v] | Status: [v] | [Reset Filters](#)

[Quarterly Certification of Dept-defined FAU](#) | [Save Changes](#)

Share	Delete	Fund Class	UCR Net ID *	Role *	Shared	Activity	Fund	Function	Cost Center *	Project Code *	Begin Date	End Date	Allocation Amount *	Report Display Name (i.e. Nickname)
		Other	adlerd	Dept Defined PI	Y	A01861	19900	40	NVAD	[ALL]	07/01/2017		\$1,373.81	F&A Return Funds
		Other	atploeg	Dept Defined PI	Y	A01861	19900	40	NVAP	[ALL]	07/01/2017		\$49.18	F&A Return Funds
		Other	andreasw	Dept Defined PI	Y	A01861	19900	40	NVAW	[ALL]	07/01/2017		\$586.38	F&A Return Funds
		Other	baldwin	Dept Defined PI	Y	A01861	19900	40	NVBA	[ALL]	07/01/2017		\$1,329.98	F&A Return Funds
		Other	pdeley	Dept Defined PI	Y	A01861	19900	40	NVDL	[ALL]	07/01/2017		\$246.90	F&A Return Funds
		Other	edplat	Dept Defined PI	Y	A01861	19900	40	NVPL	[ALL]	07/01/2017		\$1,509.35	F&A Return Funds
		Other	proberts	Dept Defined PI	Y	A01861	19900	40	NVRB	[ALL]	07/01/2017		\$3,232.27	F&A Return Funds
		Contract & G...	andreasw	Dept Defined PI	N	A01092	23998	44	[ALL]	[ALL]	04/01/2017	03/31/2018	\$27,418.00	

Main Menu



New DD Summary Report

PIWRS
PI Web Reporting System



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

- Welcome
- Summary Report
- TEMP Ledger FAU
- Dept Defined FAU

Dept Defined PI Summary Report for February, 2018 (Period 8, Fiscal Year 2018)

Financial Summary Report for Andreas Westphal

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

Fund Status ▾ Export Data ▾ Comments (0)

Main Menu

Expenditures by Agency Categories	A01092 - 23998 - 44 -	A01092 - 25185 - 44 - USDA-ARS-MALI	A01092 - 25186 - 44 - USDA-ARS-Greg Brov	A01092 - 25190 - 44 - USDA-ARS (RSA)	A01092 - 42441 - 44 - Bayer Crop Science	A01092 - 44937 - 44 - Dupont-Various Donc	A01092 - 54554 - 44 - Various Donors West	A01092 - 80020 - 44 - DPR-CA Dept of Pesti	A01092 - 80041 - 44 - UCD (Guadin)	A01092 - 80061 - 44 - CDFA-IAP
1 ALLOCATIONS	\$27,418.00	\$1,803.30	\$46,681.00	\$35,000.00	\$64,073.23	\$74,550.30	\$18,268.89	\$139,587.33	\$36,876.10	\$66.8
2 SALARIES	\$18,166.07	\$0.00	\$16,156.14	\$0.00	\$0.00	\$0.00	\$0.00	\$44,636.98	\$21,960.77	
3 BENEFITS	\$1,135.31	\$0.00	\$6,588.16	\$0.00	\$0.00	\$0.00	\$0.00	\$5,951.98	\$7,850.75	
4 SUPPLIES & EXPENSE	\$172.18	\$1,803.30	\$0.00	\$0.00	\$69,828.36	\$53,553.88	\$17,210.94	\$3,236.85	\$7,064.58	\$10.0
5 TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,995.38	\$717.58	\$0.00	\$0.00	
6 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 SUBCONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8 FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$1,289.77	\$0.00	\$0.00	
9 PREAWARDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10 OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11 UNASSIGNED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12 SubTotal (Direct Costs Only):	\$7,944.44	\$0.00	\$23,936.70	\$35,000.00	(\$5,860.13)	\$19,001.04	(\$949.40)	\$85,761.52	\$0.00	\$56.8
13 ENCUMBRANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$7,465.32	\$4,347.82	\$7,094.71	\$28.00	\$0.00	
14 SALARIES - ZINTHUZAR MAUNG (thru 03/2019)	\$0.00	\$0.00	\$65,376.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15 SALARIES - THOMAS BUZO (thru 06/2018)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.3



Projections

PIWRS
PI Web Reporting System



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

Welcome Summary Report TEMP Ledger FAU Dept Defined FAU Salary Projections

Search in Columns

Add Projection Period: 8 - February Fiscal Year: 2018 Run

Export Data

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

PI Net ID	Employee ID	First Name	Last Name	FAU Information						HRDW Information				
				Account	Activity	Fund	Function	Cost Cer	Project C	DOS	Title Code	Title Code Description	BU	FTE
	10010479	ZINTHUZAR	MAUNG	504110	A01092	48119	44	NVAW		REG	009612	SRA 2	RX	1.00
	andreasw	ZINTHUZAR	MAUNG	504110	A01092	25186	44	NVAW		REG	009612	SRA 2	RX	1.00



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



Guidance on Requesting UCR's W-9

Presented by Aver Smith



Guidance on Requesting UCR's W-9

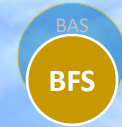
Often outside parties request written certification of the university's legal name and federal Taxpayer Identification Number (TIN).

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



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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'.

Reports and Query Tools
Departmental Cash Collection Reports

Departmental Cash Collection Reports

Accountability Structure:	Career Services Center (D01166) ▼	Net ID:	<input type="text"/>
Control #:	<input type="text"/>	Name First:	<input type="text"/>
DAF #:	<input type="text"/>	Name Last:	<input type="text"/>
Report Start Date (mm/dd/yyyy):	09/01/2017	Routing Location:	<input type="text"/> ▼
Report End Date (mm/dd/yyyy):	09/30/2017	Amount:	\$ <input type="text"/>



Tool 1: CCRRS Dept. Report

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

Show entries Search:

Department	Last Update By	Last Update Date	Control Number	DAF Number	Transaction Type	Report Nickname	Cash Collection Date	Daily Total	Routing Location	Cashier Complete Date	Feeder Date
Career Services Center (D01166)	Dana Yang	09/19/2017	1709196673		Credit Card Only	ON-LINE CHARGES	09/08/2017	\$1,030.00	Report Complete	09/21/2017	09/20/2017
Career Services Center (D01166)	Dana Yang	10/03/2017	1710037398		Credit Card Only	ON-LINE CHARGES	09/22/2017	\$1,615.00	Report Complete	10/06/2017	10/05/2017
Career Services Center (D01166)	Dana Yang	10/06/2017	1710067604		Credit Card Only	ON-LINE CHARGES	09/27/2017	\$750.00	Report Complete	10/09/2017	10/06/2017
Career Services Center (D01166)	Dana Yang	09/19/2017	1709196686		Credit Card Only	ON-LINE CHARGES	09/13/2017	\$1,060.00	Report Complete	09/21/2017	09/20/2017
Career Services Center (D01166)	Dana Yang	10/03/2017	1710037396		Credit Card Only	ON-LINE CHARGES	09/20/2017	\$1,230.00	Report Complete	10/06/2017	10/05/2017
Career Services Center (D01166)	Dana Yang	09/19/2017	1709196656		Credit Card Only	ON-LINE CHARGES	09/01/2017	\$425.00	Report Complete	09/20/2017	09/19/2017
Career Services Center (D01166)	Dana Yang	09/19/2017	1709196672		Credit Card Only	ON-LINE CHARGES	09/07/2017	\$1,150.00	Report Complete	09/21/2017	09/20/2017
Career Services Center (D01166)	Dana Yang	09/19/2017	1709196696		Credit Card Only	DIAL-OUT CHARGES	08/28/2017	\$175.00	Report Complete	09/21/2017	09/20/2017
Career Services Center (D01166)	Dana Yang	10/16/2017	1710168072		Credit Card Only	ON-LINE CHARGES	09/28/2017	\$350.00	Report Complete	10/18/2017	10/17/2017
Career Services Center (D01166)	Dana Yang	09/19/2017	1709196642		Credit Card Only	ON-LINE CHARGES	08/28/2017	\$1,315.00	Report Complete	09/20/2017	09/19/2017
Career Services Center (D01166)	Dana Yang	09/19/2017	1709196688		Credit Card Only	ON-LINE CHARGES	09/14/2017	\$630.00	Report Complete	09/21/2017	09/20/2017
Career Services Center (D01166)	Dana Yang	09/18/2017	1709186600		Main Cashiers (MCO)	CHECK PAYMENTS	09/18/2017	\$630.00	Report Complete	09/20/2017	09/19/2017
Career Services Center (D01166)	Dana Yang	09/18/2017	1709186582		Main Cashiers (MCO)	CHECK PAYMENTS	09/18/2017	\$630.00	Report Complete	09/20/2017	09/19/2017
Career Services Center (D01166)	Dana Yang	10/03/2017	1710037397		Credit Card Only	ON-LINE CHARGES	09/21/2017	\$685.00	Report Complete	10/06/2017	10/05/2017
Career Services Center (D01166)	Dana Yang	10/06/2017	1710067597		Credit Card Only	ON-LINE CHARGES	09/26/2017	\$350.00	Report Complete	10/09/2017	10/06/2017
Career Services Center	Dana Yang	09/27/2017	1709277140		Main Cashiers	CHECK PAYMENTS (MCO)	09/27/2017	\$630.00	Report Complete	09/29/2017	09/28/2017



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.

Last Update Date	Control Number	Report Nickname	Cash Collection Date	Daily Total	Routing Location	Cashier Complete Date	Feeder Date
09/19/2017	1709196696	DIAL-OUT CHARGES	08/28/2017	\$ 175.00	Report Complete	09/21/2017	09/20/2017
09/19/2017	1709196700	DIAL-OUT CHARGES	09/14/2017	\$ 4,100.00	Report Complete	09/21/2017	09/20/2017
09/19/2017	1709196693	DIAL-OUT CHARGES	08/24/2017	\$ 3,500.00	Report Complete	09/21/2017	09/20/2017
10/03/2017	1710037390	DIAL-OUT CHARGES	09/21/2017	\$ 630.00	Report Complete	10/06/2017	10/05/2017
10/03/2017	1710037395	DIAL-OUT CHARGES	09/27/2017	\$ 500.00	Report Complete	10/06/2017	10/05/2017
09/19/2017	1709196702	DIAL-OUT CHARGES	09/15/2017	\$ 350.00	Report Complete	09/21/2017	09/20/2017
09/19/2017	1709196699	DIAL-OUT CHARGES	09/13/2017	\$ 90.00	Report Complete	09/21/2017	09/20/2017
09/19/2017	1709196694	DIAL-OUT CHARGES	08/25/2017	\$ 60.00	Report Complete	09/21/2017	09/20/2017
10/03/2017	1710037393	DIAL-OUT CHARGES	09/22/2017	\$ 730.00	Report Complete	10/06/2017	10/05/2017
09/19/2017	1709196697	DIAL-OUT CHARGES	08/29/2017	\$ 100.00	Report Complete	09/21/2017	09/20/2017
10/03/2017	1710037394	DIAL-OUT CHARGES	09/26/2017	\$ 75.00	Report Complete	10/06/2017	10/05/2017



Tool 2: Monthly Credit Card Stmt

- So we can now match CRRS amounts to the monthly credit card statement.
- This statement shows \$6,475.00, and the CCCRS shows \$10,310.00, which is a **\$3,835.00 difference**.

Date Submitted	Batch Submitted	MasterCard	Visa	American Express	Total Submitted
09/13/17	832005130160	0.00	\$90.00	0.00	\$90.00
09/14/17	832005140161	0.00	\$4,100.00	0.00	\$4,100.00
09/15/17	832005150162	0.00	\$350.00	0.00	\$350.00
09/21/17	832005210163	0.00	\$630.00	0.00	\$630.00
09/22/17	832005220164	0.00	\$630.00	\$100.00	\$730.00
09/26/17	832005260165	\$75.00	0.00	0.00	\$75.00
09/27/17	832005270166	0.00	\$500.00	0.00	\$500.00
Sub Totals		\$75.00	\$8,300.00	\$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.

AMOUNTS PROCESSED BY BATCH			
Date Submitted	Batch Number	Submitted Amount	Third Party Transactions
07/27/17	N/A	0.00	0
07/31/17	832005310152	\$630.00	\$630
08/03/17	832005030153	\$660.00	0
08/04/17	832005040154	\$475.00	0
08/23/17	832005230155	\$600.00	0
08/24/17	832005240156	\$3,500.00	0
08/25/17	832005250157	\$60.00	0
08/26/17	832005280158	\$175.00	0
08/29/17	832005290159	\$100.00	0
08/31/17	N/A	0.00	0
Total		\$6,200.00	\$630



Reconciliation Process

Tool 1: CCRRS Dept. Report

Cash Collection Date	Daily Total	R
08/28/2017	\$ 175.00	R
09/14/2017	\$ 4,100.00	R
08/24/2017	\$ 3,500.00	R
09/21/2017	\$ 630.00	R
09/27/2017	\$ 500.00	R
09/15/2017	\$ 350.00	R
09/13/2017	\$ 90.00	R
08/25/2017	\$ 60.00	R
09/22/2017	\$ 730.00	R
08/29/2017	\$ 100.00	R
09/26/2017	\$ 75.00	R

Tool 2: Monthly Credit Card Statement

Total Submitted
\$90.00
\$4,100.00
\$350.00
\$830.00
\$730.00
\$75.00
\$500.00
\$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

Slide 28

BAM2

Revised working and removed reference to Accounting

Bobbi A McCracken, 5/19/2018



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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.

Journal ID	0001094272	Source	NCT	Total Lines	2	Transfer part of the temporary staff expenses to Student Business Services/Cashiers
Date	05/16/2018	Ledger	ACTUALS	Total CR	\$501.20	
Ref No	JERRYM	Period /Year	11 / 2018	Total DB	\$501.20	

Go To Line:

Line	Delete?	*Account	*Activity	*Fund	*Function	Cost Ctr	Project	Reference	*Journal Line Description	Amount
1	<input type="checkbox"/>	730240	A01206	19900	72			01864258	PD01087190-4/11/2018-0-230	-1002.40
2	<input type="checkbox"/>	730240	A01206	19900	72			01864258		1002.40

Line	Delete?	*Account	*Activity	*Fund	*Function	Cost Ctr	Project	Reference	*Journal Line Description	Amount
1	<input type="checkbox"/>	730240	A01206	19900	72			01864258	PD01087190-4/11/2018-0-230	-501.20
2	<input type="checkbox"/>	730240	A01207	19900	72			01864258	Temp Staff exp for SBS/Cashier	501.20



Best Practices on NCTs (Non-Payroll Cost Transfers), continued

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.

The screenshot shows the UCRFS (UCR Financial System) interface. On the left is a navigation menu with 'NCT' expanded to show 'Inquiry' and 'Journals', with 'Journals' highlighted. The main area is titled 'Transferred Journals' and contains a search form. The form has two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Fields include: Journal ID (dropdown 'begins with' and text '0001094272'), Journal Date (dropdown '='), User ID (dropdown 'begins with'), Reference Number (dropdown 'begins with'), Activity (dropdown 'begins with'), Fund Code (dropdown 'begins with'), and Journal Header Status (dropdown '='). A 'No Status - Needs to be Edited' dropdown is also present. Buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' are at the bottom.



Best Practices on NCTs (Non-Payroll Cost Transfers), continued

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”.

The screenshot shows the UCRFS (UCR Financial System) interface. On the left is a navigation menu with 'Journals' selected under the 'NCT' section. The main area is titled 'Transferred Journals' and contains a search form. The search criteria are: Journal ID (begins with 0001094272), Journal Date (=), User ID (begins with), Reference Number (begins with), Activity (begins with), Fund Code (begins with), and Journal Header Status (= Journal Has Errors). The values for Journal ID and Journal Header Status are highlighted with red boxes.



Best Practices on NCTs (Non-Payroll Cost Transfers), continued

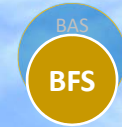
Correct the NCT journal and remember to save the journal so it will post that night.

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?



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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.

Search Project Code

Type Project Code Change Accountability Structure D01100 - Accounting

Code Starts With -

Description Starts With M. Maduro

Select a Code to Modify

2 record(s) found

Code	Description	Type
NNMFM	M. Maduro	Project Code
NNMM1	M. Maduro	Project Code



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 required 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.

Project Attributes	Project Description
Project	
SetID:	UCR
Project:	PG705
Scroll Area Find View All First 1 of 1 Last	
Date/Time Stamp:	07/22/2014 11:52:05AM
Description:	Ce-CERT's Renewable Energy Generation (solar) and Storage system. Ref: "Solar Equipment Lease Agreement". Related-CAAN PG704. The Winston Energy \$2.5M donation of Lithium Yttrium battery pack with 330 Model WB-LYP 1000AHC batteries is included here.

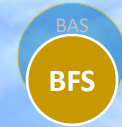


Best Practices on Cost Centers and Project Codes, continued

- 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?



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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

FY	Bud Cat	Bud Cat Description	Activity	Fund	Function	TEMP	ACTUALS	Balance
2018	U19850	Unexp Bal Specific Funds	A01392	606xx	10	(\$21,830.49)	\$0.00	(\$21,830.49)
2018	U19850	Unexp Bal Specific Funds	A01392	606xx	ZZ	\$0.00	(\$21,830.49)	\$21,830.49
					Balance carried forward into FY2018	(\$21,830.49)	(\$21,830.49)	\$0.00
2018	B60000	BR, Sales & Service Educ Act	A01xyz	606xx	20	(\$500.00)	(\$1,000.00)	\$500.00
2018	BC40	BC, Travel	A01xyz	606xx	40	(\$2,144.39)	\$1,037.64	(\$3,182.03)
2018	BC41	BC, Supplies & Materials	A01xyz	606xx	40	(\$148.77)	(\$157.28)	\$8.51
2018	BC42	BC, Services, Other	A01xyz	606xx	40	(\$134.00)	\$1,023.68	(\$1,157.68)
2018	BC44	BC, Printing/Repro & Media	A01xyz	606xx	40	(\$42.57)	\$0.00	(\$42.57)
2018	BC46	BC, Computing - Includes COGS	A01xyz	606xx	40	(\$1,659.69)	\$240.00	(\$1,899.69)
2018	BC47	BC, Other, S&E	A01xyz	606xx	40	(\$268.00)	\$196.00	(\$464.00)
2018	BC75	BC, Unallocated General	A01xyz	606xx	40	\$26,727.91	\$0.00	\$26,727.91
					Current year revenue and expenses	\$21,830.49	\$1,340.04	\$20,490.45
					Ending Fund balance or what will be carried forward into the following fiscal year	\$0.00	(\$20,490.45)	\$20,490.45



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.

FY	Bud Cat	Bud Cat Description	Activity	Fund	Function	Balance	Amount to use on BEA
2018	B60000	BR, Sales & Service Educ Act	A01xyz	606xx	20	\$500.00	(\$500.00)
2018	BC40	BC, Travel	A01xyz	606xx	40	(\$3,182.03)	\$3,182.03
2018	BC41	BC, Supplies & Materials	A01xyz	606xx	40	\$8.51	(\$8.51)
2018	BC42	BC, Services, Other	A01xyz	606xx	40	(\$1,157.68)	\$1,157.68
2018	BC44	BC, Printing/Repro & Media	A01xyz	606xx	40	(\$42.57)	\$42.57
2018	BC46	BC, Computing - Includes COGS	A01xyz	606xx	40	(\$1,899.69)	\$1,899.69
2018	BC47	BC, Other, S&E	A01xyz	606xx	40	(\$464.00)	\$464.00
2018	BC75	BC, Unallocated General	A01xyz	606xx	40	\$26,727.91	NA
					Current year revenue and expenses	\$20,490.45	

Sales & Service Year End Budget Entries, continued

- This will be the BEA to close out the budget balances to BC75 in preparation for YE close

Bud Cat	Bud Cat Description	Activity	Fund	Function	TEMP	
B60000	BR, Sales & Service Educ Act	A01xyz	606xx	20	(\$500.00)	
BC40	BC, Travel	A01xyz	606xx	40	\$3,182.03	
BC41	BC, Supplies & Materials	A01xyz	606xx	40	(\$8.51)	
BC42	BC, Services, Other	A01xyz	606xx	40	\$1,157.68	
BC44	BC, Printing/Repro & Media	A01xyz	606xx	40	\$42.57	
BC46	BC, Computing - Includes COGS	A01xyz	606xx	40	\$1,899.69	
BC47	BC, Other, S&E	A01xyz	606xx	40	\$464.00	\$6,237.46
BC75	BC, Unallocated General	A01xyz	606xx	40	(\$6,237.46)	
					\$0.00	

Slide 44

BAM3

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

FY	Bud Cat	Bud Cat Description	Activity	Fund	Function	TEMP	ACTUALS	Balance
2018	U19850	Unexp Bal Specific Funds	A01392	606xx	10	(\$21,830.49)	\$0.00	(\$21,830.49)
2018	U19850	Unexp Bal Specific Funds	A01392	606xx	ZZ	\$0.00	(\$21,830.49)	\$21,830.49
					Balance carried forward into FY2018	(\$21,830.49)	(\$21,830.49)	\$0.00
FY	Bud Cat	Bud Cat Description	Activity	Fund	Function	TEMP	ACTUALS	Balance
2018	B60000	BR, Sales & Service Educ Act	A01xyz	606xx	20	(\$1,000.00)	(\$1,000.00)	\$0.00
2018	BC40	BC, Travel	A01xyz	606xx	40	\$1,037.64	\$1,037.64	\$0.00
2018	BC41	BC, Supplies & Materials	A01xyz	606xx	40	(\$157.28)	(\$157.28)	\$0.00
2018	BC42	BC, Services, Other	A01xyz	606xx	40	\$1,023.68	\$1,023.68	\$0.00
2018	BC44	BC, Printing/Repro & Media	A01xyz	606xx	40	\$0.00	\$0.00	\$0.00
2018	BC46	BC, Computing - Includes COGS	A01xyz	606xx	40	\$240.00	\$240.00	\$0.00
2018	BC47	BC, Other, S&E	A01xyz	606xx	40	\$196.00	\$196.00	\$0.00
2018	BC75	BC, Unallocated General	A01xyz	606xx	40	\$20,490.45	\$0.00	\$20,490.45
						\$21,830.49	\$1,340.04	\$20,490.45
					Ending Fund balance or what will be carried forward into the following fiscal year	\$0.00	(\$20,490.45)	\$20,490.45



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



UCRFS Ledger Report Overview

Presented by Linda Casteel and Deb Terao



UCRFS Ledger Report Overview

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](#)



UCRFS Ledger Report Overview

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

Menu

Search:

- ▶ My Favorites
- ▼ UCRFS
 - ▶ Accounting Admin
 - ▶ Applications
 - ▼ Reports and Inquiry
 - ▶ Budget
 - ▼ Financial
 - ▶ Cost Transfer Reports
 - [470 Summary & Detail Reports](#)
 - [490 Summary & Detail Reports](#)
 - [Balance Sheet Transaction](#)
 - [Corp Financial Activity Sum](#)
 - [Cost Center Reports](#)
 - [Deficit Analysis Report](#)
 - [Department Financial Activity](#)
 - **Financial Transaction Detail**
 - [Inception to Date](#)
 - [Journal Detail Report](#)
 - [PO Balance Report](#)
 - [PO Encumbrances](#)

Financial Transaction Detail

Run Control ID: linda

LINDAA

[Report Manager](#)

[Process Monitor](#)

Run

*Fiscal Year: Business Unit: UCR

*Accounting Period: 07 - January

*Activity: All Activity Codes

*Function: All Functions


*Fund Code: NIH R00AG047334 BENNETT 5/18

*Account: All Accounts

Description Type

Use Account Description

Use Journal Line Description



Save

Return to Search



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



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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 8th 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 8th 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>



Fiscal Year Close – Accruals and Deferrals

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.



BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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 8th 5:00 p.m.

Supply and/or Service Orders less than \$100K

- Use eBuy to submit new PR requisitions
- June 9th is last day Procurement will accept requisitions against current year appropriations and still ensure issue of orders by June 30th

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 11th

ProCard Use Tax Corrections

- For transactions processed through June 10th
- Email ucrAP@lists.ucr.edu with supporting documentation

Tuesday, June 12th

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



Key Closing Dates

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 3rd

Feeder Systems

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

Thursday, July 5th

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 7th

UC Path – PLD Journal

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

Tuesday, July 10th

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

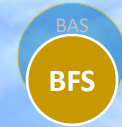


BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)



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 m6aGnUGbnr-zP0XAVEtsbWuOrYNAo7gHdjTh-yZUQVFSSIQ4ODk3MUxRWFZMTTJEOU5ZR0VISC4u>