General Ledger: UCPath Related Updates

User Group Meeting

4/25/18

Agenda

- Tools and Applications Update

- Known Issues

- Ledger Reconciliation Processes

- Q&A

Tools and Application Update

GL and UCPath Open House

SuperDOPE

- Deployed in January; presentation and supplemental material from demo's available on the Accounting Office website under User Group Meetings: http://accounting.ucr.edu/ugmtgs.html

- SuperDOPE (and HRDW) are department's main resource for UCPath related data. Important to provide feedback so improvements can be made to these tools.

- Update on Issues:
  - Version data field - deployed
  - UCPath Total Benefits - deployed
  - Saved Queries Feature – enhancement in test, pending deployment
  - Column Ordering-in test, pending deployment
  - Updating Missing Data – WIP*
  - FAU Descriptions-WIP

- A standard form for reporting a SuperDOPE issues is available at http://accounting.ucr.edu/forms.html#systems and on Yammer.

- Feedback should be sent to ucrfsfeedback@ucr.edu

FAU Change Request Tool

- Deployed on 3/30/18 along with a User Guide

- Tool should be used to make simple FAU changes; bypasses need to involve SSC

- New EACS Roles require adjustment to enable access by role versus individual—in progress

- Challenges:
  - Responsiveness
  - Confirmations
  - Retroactive effective dates

  - Timing of file upload to UCPath
  - Future effective dates
  - Complex FAU changes (WIP)

- Action Required: Departments should monitor and correct position funding against fund 69993

- Issues should be reported to ucrfsfeedback@ucr.edu

PIWRS and PRC Update

- Enhancements, Department Defined Reports, and UCPath related remediation deployed 3/18/18 along with user guide

- Salaries and benefit drilldown detail bugs resolved as identified

- PI reports and Payroll Certifications (PRC) are on an accelerated schedule for December through March reports. At the request of users, the pace has been slowed down a bit and PRCs will be held pending the deployment of a report to assist with validation

- Projections
  - Testing is still in progress
  - Requires report of future dated transactions (pending)

Salary Cost Transfers (SCT)

- The SCT tool will be used to submit requests to SSCs for UCPath related salary cost transfers (SCT). Deployment is now planned for a mid-May
  - Tools facilitates a consistent business process with appropriate documentation and approvals
  - FAU combination edit checks and other business rules
- Departments should be tracking required SCTs for submission when the tool is deployed.
- The Manual SCT request form will continue to be used on urgent situations until the SCT tool is deployed.
  - Costs related to an expired contract or grant
  - Salary costs that will be transferred to a contract or grant fund must adhere to the 120 day restriction (BFB A-47)
  - Other urgent cost transfers
- Reminder 4/26 is the last day to process PPS related salary cost transfers

Other Pending Tools

- General Deductions
  - Employees (e.g. voluntary deductions such as to the Foundation)
  - Service Providers (e.g. Child Development, Parking for citations, etc.)
- Complex FAU Change Request
- Reports
  - BFS and ITS are working on a pre-defined queries (HRDW, SuperDOPE, TARS) to assist departments with the reconciliation and review of salary and benefit charges

Known Issues

GL and UCPath Open House

Known Issues – Grad Student Fees

Issue	Area of Impact	Issue Source System	Downstream System Impact	Workaround until Fix
Grad Fees were charged on ineligible jobs. This is a bug in the UCPath benefit distribution process resulting in erroneous charges on certain FAUs and the undercharging of other FAUs,	Graduate Student Fees	UCPath	UCRFS, PIWRS, SuperDOPE.	Grad Division responsible for the reconciliation of grad student fees and is coordinating journal entries with UCR's Accounting Office and departments to correct charges and redirect to the appropriate FAU. Note manual journal corrections are reflected in UCRFS, not SuperDOPE.
Grad Student Fees were processed multiple times on employee paycheck corrections and off-cycle/next-day checks. This error resulted in the overcharging of certain FAUs.	Graduate Student Fees	UCPath	UCRFS, PIWRS, SuperDOPE	Grad Division responsible for the reconciliation of grad student fees and is coordinating journal entries with UCR's Accounting Office and departments to reverse any inappropriate charges on FAUs. UCPC has modified their manual check processes to avoid these situations from occurring in the future. Note manual journal corrections are reflected in UCRFS, not SuperDOPE.
Fall Quarter Grad Fees deductions were carried forward to the Winter Quarter due to a flaw in the UCPath system design. This situation resulted in the overcharging and undercharging of certain FAUs. Note: process refined for Spring	Graduate Student Fees	UCPath	UCRFS, PIWRS, SuperDOPE,	Grad Division responsible for the reconciliation of grad student fees and is coordinating journal entries with UCR's Accounting Office and departments to reverse any inappropriate charges on FAUs. Note manual journal corrections are reflected in UCRFS, not SuperDOPE. In March, many corrections were processed in UCPath related to Winter Quarter grad fees.

Known Issues – Grad Student Fees

Issue	Area of Impact	Issue Source System	Downstream System Impact	Workaround until Fix
SuperDOPE isn't displaying Benefit Charges like Grad Fees which were charged on a $0 paycheck.	Graduate Student Fees	SuperDOPE	SuperDOPE, PIWRS (drilldown)	Costs are showing on ledgers. SuperDOPE correction pending.
Winter Quarter Grad Fees deductions were input into UCPath with the incorrect sign. This situation resulted in the overcharging and undercharging of certain FAUs.	Graduate Student Fees	Banner	UCRFS, PIWRS, SuperDOPE	Grad Division responsible for the reconciliation of grad student fees and is coordinating journal entries with UCR's Accounting Office and departments to correct charges and redirect to the appropriate FAU. Note manual journal corrections are reflected in UCRFS, not SuperDOPE. In March, many corrections were processed in UCPath related to Winter Quarter grad fees.

Known Issues – SCT/Benefits

Issue	Area of Impact	Issue Source System	Downstream System Impact	Workaround until Fix
SuperDOPE was not reflecting related benefits on SCT transactions, however, correct information reflected in UCRFS.	SuperDOPE	SuperDOPE	PIWRS	SuperDOPE now displays the correct data. Note users may need to re-run supporting SuperDOPE queries to reflect these changes
Certain SCT transactions duplicating/triplicating benefit reversals and charges in the ledgers	UCRFS	UCPath	UCRFS, PIWRS, SuperDOPE	Departments should reach out to UCRFSfeedback@ucr.edu to notify BFS team when duplicates occur. Corrections will be processed via manual journal. Note manual journal corrections are reflected in UCRFS, not SuperDOPE. UCPath resolution in progress.
The posting of SCT journals has been delayed	UCRFS	UCPath	UCRFS, SuperDOPE	UCPath has delayed processing journal entries while attempting to resolve the issue above. UCR has communicated need to created journal entries as soon as possible.
Fringe Costs Are Being Mapped to the Incorrect GL Account (Academic Instead of Staff/Staff Instead of Academic)	UCRFS Benefit	UCPath	UCRFS, SuperDOPE	The UCR Accounting Office will prepare a manual journal entry to correct accounts. Note manual journal corrections are reflected in UCRFS, not SuperDOPE.

Known Issues – Other

Issue	Area of Impact	Issue Source System	Downstream System Impact	Workaround until Fix
When employees with Multiple Components of Pay (MCOP) take vacation the VAC and offsetting credits only apply to the HSR earn code and FAU resulting in overcharging and undercharging certain FAUs	Health Science employees	UCPath	UCRFS, PIWRS, SuperDOPE	SCTs can be processed to move the VAC rows to the correct FAU. There is no workaround to fix the earn code (HSR). UCPath does not have LX-RX type functionality to move costs from one earn code to another. UCPath system correction pending.
Labor Ledger Tables join issues causing blank values in SuperDOPE	Subset of employees and data fields	UCPath	SuperDOPE	No workaround at this time. Table update pending.
For employee's with multiple positions, the position numbers not always lining up to the salary charge, but correct FAU has been charged. This situation causes SuperDOPE to reflect incorrect position when pulling data; error has caused confusion when pulling data for urgent SCTs.	Employees with multiple positions and subset of job data	UCPath	SuperDOPE, SCT	UCPath data correction pending. Urgent manual SCTs involving these situations may results in additional inquiries between Accounting and department.

Known Issues – Other

Issue	Area of Impact	Issue Source System	Downstream System Impact	Workaround until Fix
VLA Being Charged to ineligible job codes.	Subset of job data	UCPath	UCRFS, HRDW	Department can request HR's review employee coding, and as appropriate the Accounting Office prepares a journal entry to reverse VLA charges.
Minor discrepancies between certain UCRFS Accounts and SuperDOPE Accounts; net impact zero. Minor differences between UCRFS and SuperDOPE CBR—rounding issue.	TBD	SuperDOPE	SuperDOPE	Research in progress.
Incentive Award (STAR) Offsets not included in journal entries from UCPath	STAR Awards	UCPath	UCRFS, PIWRS, SuperDOPE	UCPath is not configured to automatically produce journal offsets as IAP assessment imbedded in the CBR. Manual journals be processed to credit FAUs. Note manual journal corrections are reflected in UCRFS, not SuperDOPE.
Workstudy fund is assessed CBR and GAEL	Fund 23499	UCPath	UCRFS, SuperDOPE	Manual journal entry will be required. Note manual journal corrections are reflected in UCRFS, not SuperDOPE. Redirect options are being discussed with UCPath
Salary charges without benefits; related to employees on leave where employee is billed for benefits	Certain subset of employees on leave	UCPath	UCRFS, SuperDOPE	These "benefit billing" transactions should not appear on campus ledgers; UCPC will be creating journals to reverse and prevent in future.

Other Issues

Overpayments

- Known issues as of March 2018, less than $200K with majority related to Feb. file feed bug
- Majority in repayment or repaid
- Formal aging report requested from UCPC
- Potential for unidentified items*

Reports To/Supervisor

- Vacant supervisor positions negatively impacting TARs routing; resolution in progress.

Time and Attendance Reporting System (TARS)

- SSC correction of TARS data input directly in UCPath causes an out of sync between TARS and UCPath; report being developed to identify manual corrections and assist with reconciliation

Impact of Known GL-UCPath Issues

- Remember UCR is a pilot campus. It was anticipated that issues would be encountered and process refinement would be required

- BFS focused on ensuring completeness of data

- Known issues do not have a material impact on UCR's financial statement reporting, however, it is important to ensure issues are addressed to meet campus financial management and reporting responsibilties.

- Largest issue related to GSHIP/FR/NRTR for Winter quarter; reconciliation being finalized and corrections in progress

- Increased importance for departments to reconcile ledgers and track reconciling items

Ledger Reconciliation Processes

Ledger Reconciliation of Salary & Benefits

- *Only Performing a comparison between UCRFS to DOPE is insufficient*
  - *DOPE is a subsidiary ledger to UCRFS and the amounts by FAU should agree (Note: during initial months of UCPath—comparison helpful to identify discrepancies).*

- *Reconciliation should include:*
  - *For new employees, a comparison to offer letter and confirmation of FAU*
  - *For other UCPath updates/changes (e.g. FAU changes, salary actions, cost transfers), a comparison to source documents (e.g. ServiceLink requests, etc.)*
    - *New employees and other salary and benefit impacting UCPath updates*
    - *Recommend log or electronic file of pending actions*
    - *Report or query of salary impacting changes in progress (as a replacement for PPS-PANs)*

Ledger Reconciliation of Salary & Benefits

- *Reconciliation should include (cont.):*
  - *For time worked or leave taken, a comparison of the DOPE to TARS/Timesheet*
    - *TARS Search Results Grid*
    - *Recommend LRSS Reconciler possess TARS Inquirer role*
    - *TARS Reconciliation Report for UCPath pending*
  - *Benefits*
    - *For new employees confirm completeness of benefit expenses*
    - *For Grad Students confirm GSHIP/PFR/NRTR expense, including cost transfers*
  - *Review of DOPE information by both the reconciler and certifier looking for anomalies in name, salary rate, leave taken, benefit rates, etc..*

- *Reconciling items: need to be tracked to ensure issues are resolved*

Q&A Discussion

GL and UCPath Open House

Survey

Your feedback is important, please take a moment to complete the short survey at:
https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVEtsbWuOrYNAo7gHdjTh-yZUQjFSSjNWTTRENUw0U1Y4Vk01NlYzTkI5OS4u