UCRFS Users Group Meeting

Monday, March 4, 2019

9:00 a.m. – 10:30 a.m.

Alumni & Visitors Center

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- Welcome – Pauline Librenjak
- ScotSupply Update – Mike Clemons and Team
- Systems Access Administrator (SAA) Updates – Jerry Monahan
- Correction Decisions – Linda Casteel
- Equipment Inventory Modification Request (EIMR) – Michael Mochache
- SuperDope Demo and Tips – Elizabeth Carr
- ProCard Transfer (PCT) Best Practices – Pauline Librenjak

ScotSupply Update

Presented by:

Mike Clemons
Director, Campus Business Services (CBS)

Emily Gordon
Auxiliary Portfolio Manager, ITS

Erica Henderson
Business Operations Manager, CBS

- ***CBS Departments***
  - *Distribution Services: Receiving and Mail*
  - *Logistics Services: ScotSupply and ScotSurplus*
  - *Support Services: Digital Print Services, Auxiliary Design Services, Card Services*
  - *Retail Services: UCR Bookstore and Highlander Service Station*
- ***Initiatives***
  - *Re-organization in 2018*
  - *Integrated and sustainable financial model, streamlining deficit areas (ScotSupply and Digital Print Services)*
  - *Re-branding and marketing of departments and services*
  - *Outreach and customer engagement*

- ***Transition to ScotSupply***
  - ***ScotSupply (Service Now) – went live 12/17/18***
  - ***Storehouse (IBM) legacy system was shut down 12/21/18***
- ***Reasons for the change***
  - ***IBM legacy system was originally set to be shut down in June 2018***
  - ***ScotSupply (formerly Storehouse) need cost effective solution.***
  - ***Service Now platform already in use on campus (ITS).***
- ***Key Stakeholders***
  - ***Campus users/customers***
  - ***CBS***
  - ***ITS***
  - ***Alcor (third party developer)***

- ***Enhancement: FAU***
  - ***Will allow subsequent FAU lines to auto-populate based on initial entry.***
  - ***Requestors will not be required to enter, but can if desired.***
- ***Office Depot punch out***
  - ***ITS currently working to migrate Office Depot link to eBuy.***
- ***Enhancement: Stock levels***
  - ***Allow current inventory levels to be displayed, helping both users and ScotSupply staff.***
- ***Facilities (FAMIS integration and mobile)***
  - ***ITS working on integration between ScotSupply and FAMIS.***
  - ***Mobile options and requirements to be explored with Alcor.***

- ***Enhancement: Inventory***
  - ***Will allow ScotSupply Administrators to adjust inventory levels.***
  - ***Automatically decrement inventory when purchased or increase when received.***
- ***Sub-requestor role***
  - ***Current platform allows for 'order on behalf of' function.***
- ***Business Model***
  - ***Will be streamlined going forward. Narrowed to those areas where we add value and have sufficient resources.***
  - ***Facilities, Research related items, and furniture.***

- ***Mike Clemons, Director, CBS***
  - ***Michael.Clemons@ucr.edu***
  - ***X29185***
- ***Erica Henderson, Business Operations Manager, CBS***
  - ***Erica.Henderson@ucr.edu***
  - ***X21210***
- ***Emily Gordon, Auxiliary Portfolio Manager, ITS***
  - ***Emily.Gordon@ucr.edu***
  - ***x29530***

SAA Updates

Presented by: Jerry Monahan
General Accounting Supervisor

SAA Updates

Department SAA: individual assigned to grant departmental access to systems based on requirements of job duties and completion of appropriate training

- The Department SAA role can be assigned at the Department, Division or Org Level
- Recommend keeping all SAAs under an organization at the same level (Department or Division or Organization)
- Assignment of the SAA role should be at the department financial/HR manager or higher
- Listing of roles available for assignment by application and user type is available at: http://eacs.ucr.edu/eacs/EACS_REPORT_V2.app_list
- List of SAAs available at: http://eacs.ucr.edu/eacs/EACS_SEARCH.SAA_list
- Send requests for additions or inactivations to saaupdate@ucr.edu

Correction Decisions

Presented by: Linda Casteel
Treasury Manager

Correction Decisions

- The correction process differs based on several factors:
  - Is the original transaction a budgetary or financial transaction?
  - If an expenditure, what type (i.e. payroll, non-payroll)?
  - What type of fund was the expense charged to (i.e. federal, non-federal)?
  - What type of account is involved (i.e. expense, balance sheet)?
  - What was the expenditure payment method (i.e. AP disbursement, Procard)
  - Is it a current or prior fiscal year transaction?

Correction Decisions

The UCRFS CORRECTION DECISION TREE, located on the Accounting Office website, was created to guide users to the appropriate correction process.

https://accounting.ucr.edu/docs/general_accounting/ucrfs_decision_tree.pdf

Equipment Inventory Modification Request (EIMR)

Presented by: Michael Mochache
Plant Accountant

EIMR

- What is an EIMR?
  - Acronym for "**E**quipment **I**nventory **M**odification **R**equest".
  - Request to make a non-cost or other general information related "modifications"/changes to a department's inventorial equipment.
  - All EIMR requests must be completed in the Asset Management System (AMS)—a system used to track and manage all of UCR's inventorial equipment ($5,000 or more per unit).
  - EIMR Requests will be reviewed and approved by Surplus and/or Equipment Management depending on the nature of the EIMR request.

EIMR

- EIMR Codes (one of these must be selected for each EIMR request in AMS):
  - 21-Sold: Must be coordinated with and confirmed by Surplus operation.
  - 22-Lost: A UCPD police case number must be included in the comments section.
  - 23-Destroyed: A documented explanation from the department for the cause of the incident (e.g. fire, flood, e.t.c) must be included in the comments section.
    - Risk Management must be informed by the department.
  - 24-Trade-In: The purchase order number for the traded piece of equipment must be referenced in the comments section.
  - 25-Theft: A UCPD police case number must be included in the comments section.
    - Risk Management must be informed by the department.

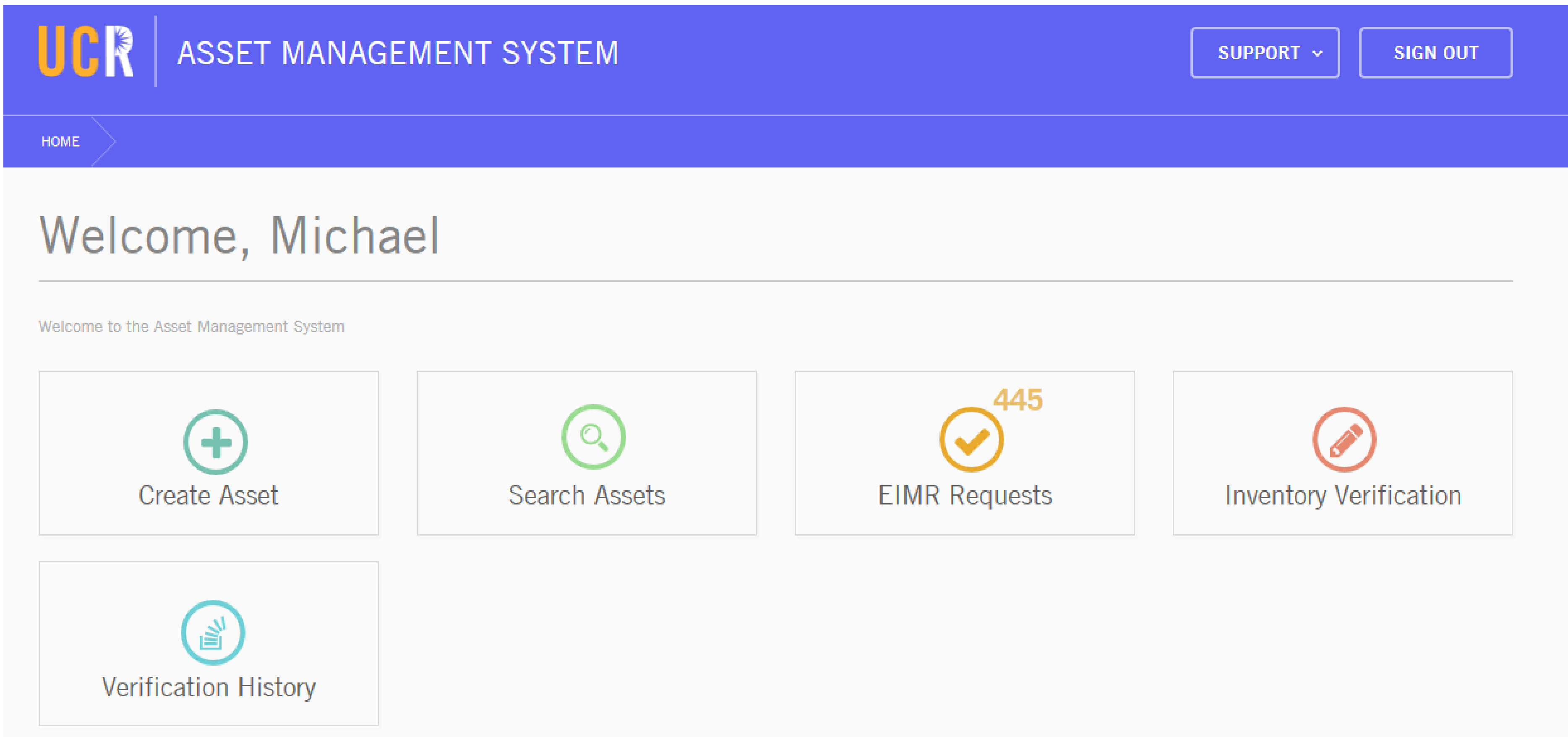
EIMR

- 26-Intercampus Transfers: Transfers between one UC campus and another UC campus. Example a research equipment transfer from UCR to UCLA. For **Equipment Management use only**.
  - Must be coordinated with the two campus units responsible for the equipment inventory for asset management and financial statement purposes.
  - The "transfer from" campus initiates the EIMR to the "transfer to" campus.
- 90-Interdepartmental Transfer: Inventorial equipment transfers between departments. Example a fume hood transfer between Biology and Chemistry departments.
- 91-Transfer to Surplus: For disposals only. Will be reviewed and confirmed by Surplus after received and appropriately disposed.
- 29-Miscellenous: Should be used only when no other EIMR code listed above is appropriate.
- 86-Low Value Depreciated Between $1,500- $4,999: **For Equipment Management use only**.

EIMR

➢ Completing an EIMR in AMS:

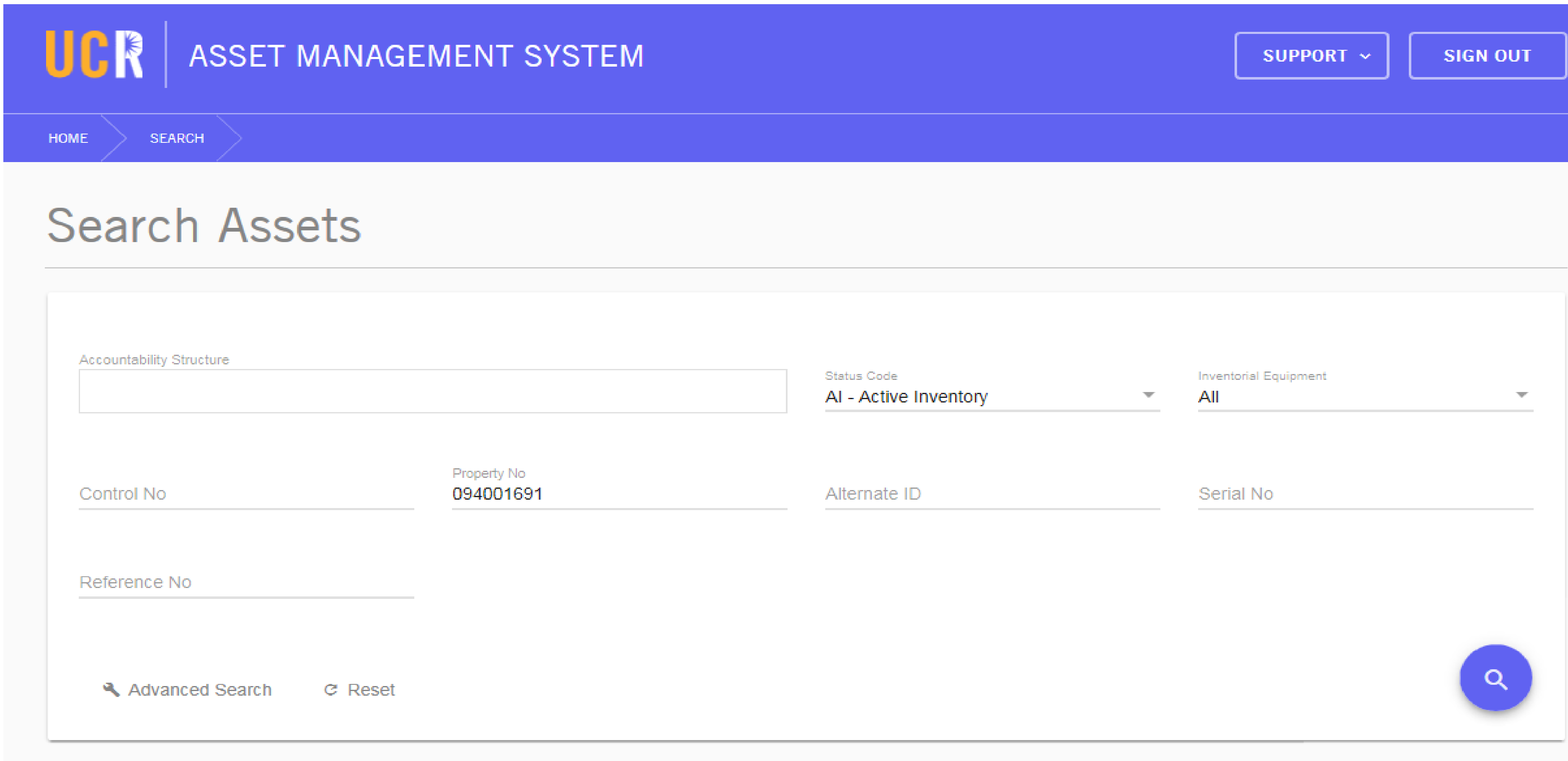
Step #1: Login and click on the "Search Assets" button.



EIMR

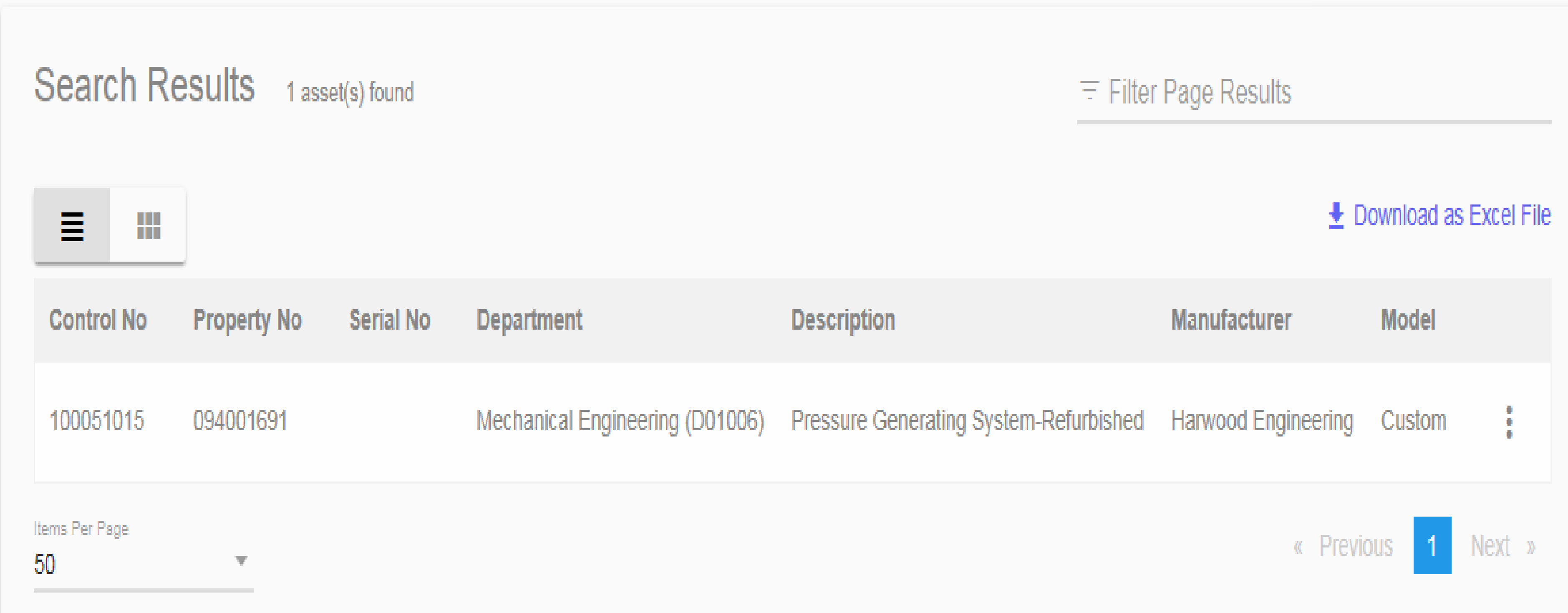
➢Completing an EIMR in AMS:

Step #2: Enter property number of asset, then click search button.



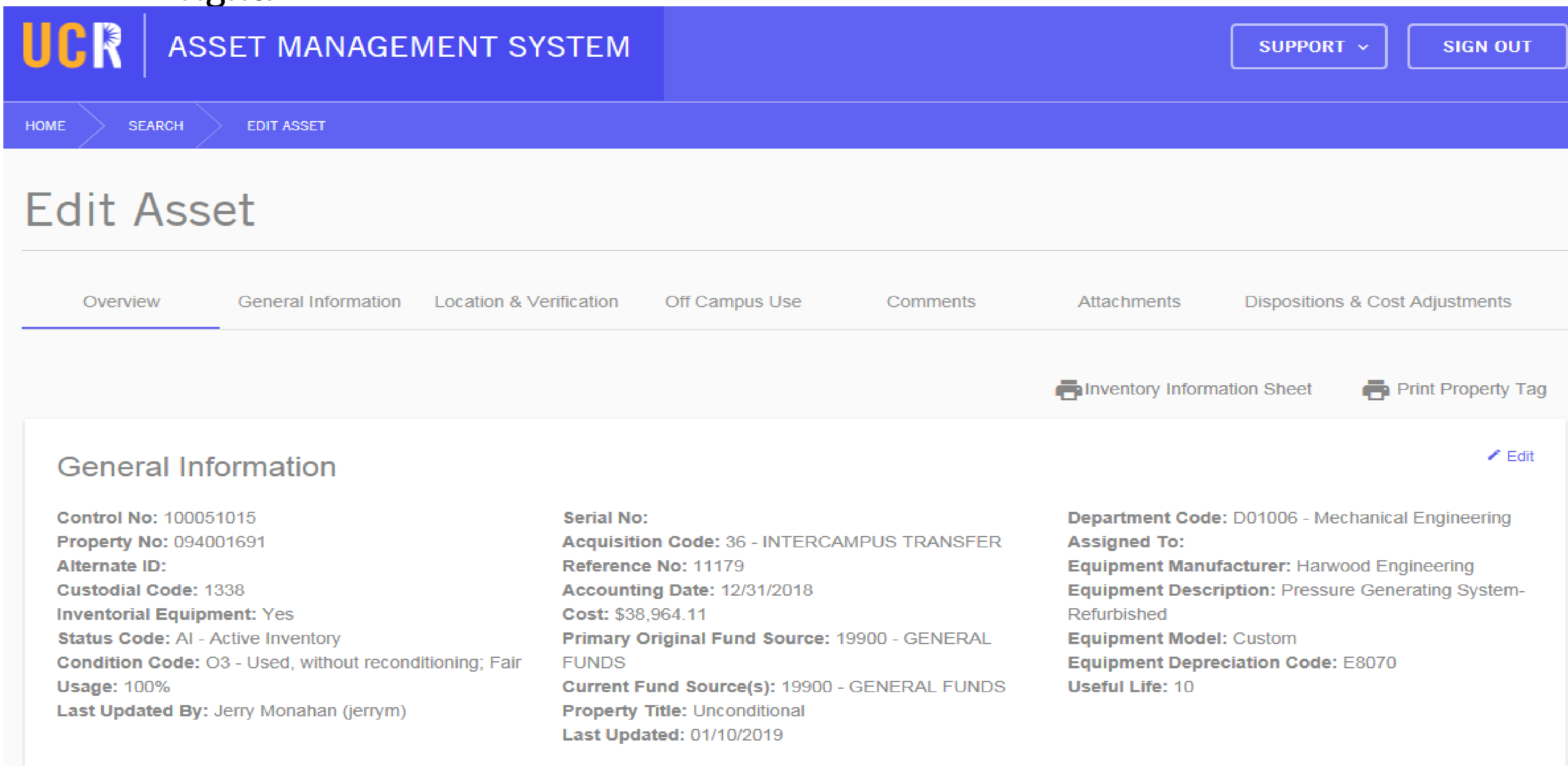
➢Completing an EIMR in AMS:

Step #3: Click on the 3 dots at the far right of the search result record and select edit.



➢ Completing an EIMR in AMS:

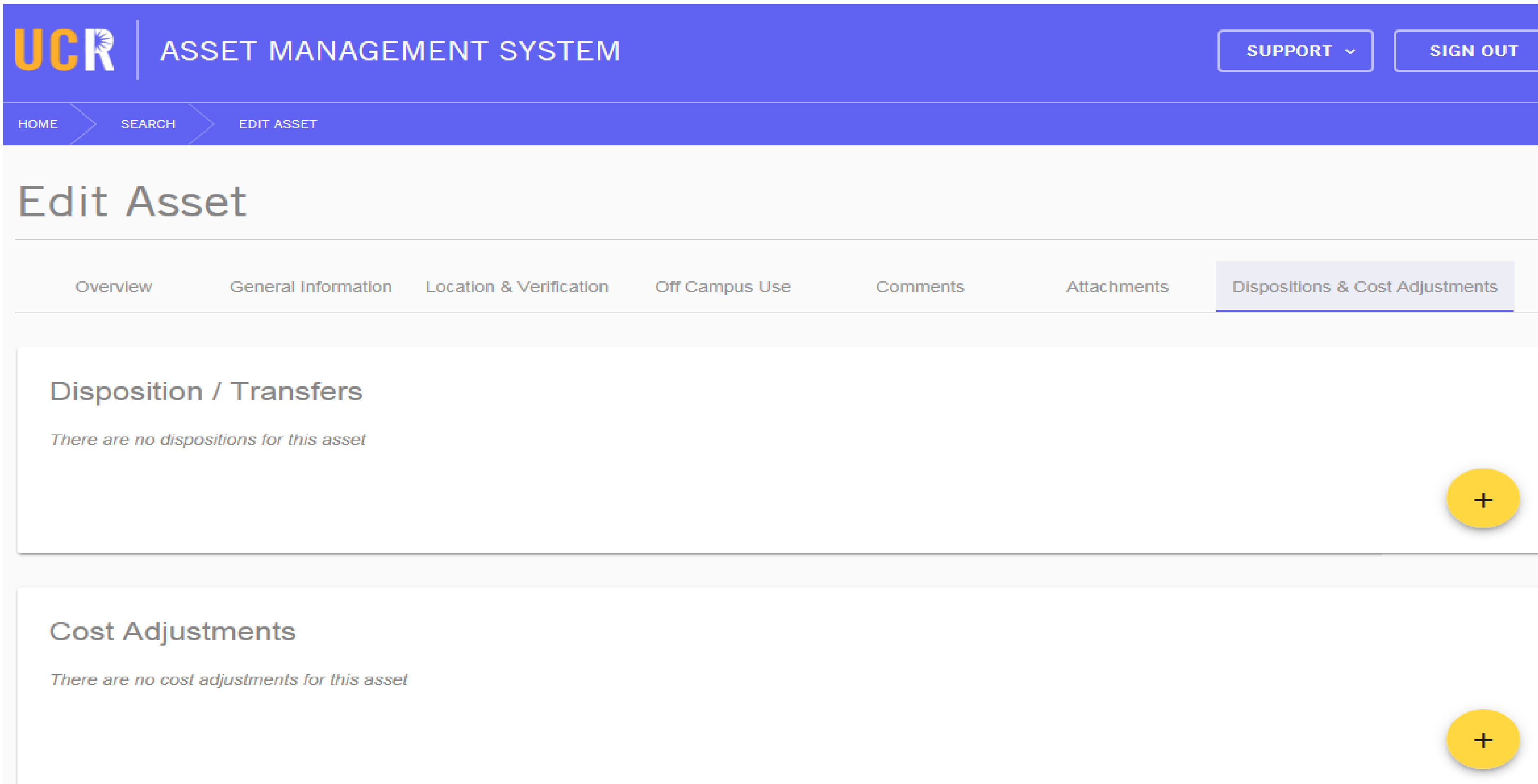
Step #4: Click on the “Dispositions & Cost Adjustments” option on the far right.



EIMR

➢Completing an EIMR in AMS:

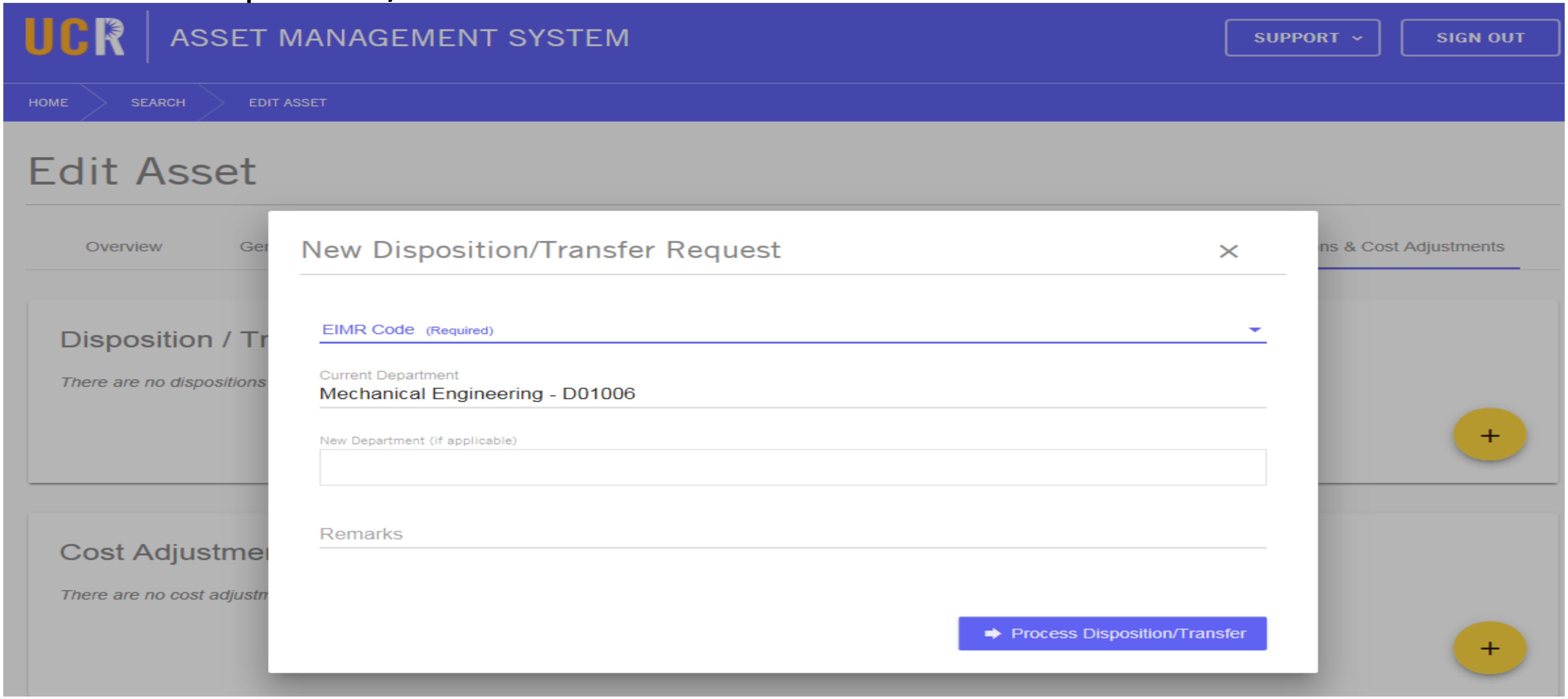
Step #5: Click the yellow "+" button on the "Disposition/Transfers" section.



EIMR

➢Completing an EIMR in AMS:

Step #6: Select EIMR Code, transfer information (if an interdepartmental transfer) and add comments where necessary. Click "Process Disposition/Transfer".



EIMR

➢Critical Points to Remember:

- ➢Be certain you are on the correct record and have entered the correct information on the EIMR because you cannot undo process once the EIMR is completed.
- ➢EIMR requests cannot be completed for records that have an "inactive" status in AMS. Example previously disposed inventorial equipment. This is to prevent erroneous financial reporting by duplicating disposals.
- ➢Intercampus transfer EIMR requests <u>must</u> be coordinated with General Accounting and will be processed by General Accounting in AMS.
- ➢Questions should be directed to General Accounting at: equipment@ucr.edu

EIMR

BAS BFS

SuperDope Demo and Tips

Presented by: Elizabeth Carr
Business System Analyst

SuperDope Demo and Tips

- Functionality
- Synchronizing SuperDOPE and the Ledger
- Available Resources

Functionality and Synchronization

- General Use
- Manage queries
- Using Line Reference Field
- Ongoing effort this month to adjust the SuperDOPE logic to allow for better synchronization between SuperDOPE and the general ledger.
  - SuperDOPE data will not be loaded until the journal has been posted to the general ledger to keep the data in sync

Resources

- Accounting Website
  - Mapping of Earn Codes to Transformed Account Document
    - Lists the Earn Codes that are subject to local account mapping
  - UCPath Earn Codes List Report
    - Lists the assessments that are charged on each earn code.
  - BFS is working on producing more training on SuperDOPE and reconciliations.
    - Plan to have User Guide and Demonstration available by April.

ProCard Transfer Best Practices

Presented by: Pauline Librenjak
Asst. Controller

PCT Best Practices

- The ProCard holder should immediately provide the Department Card Administrator (DCA) receipts and documentation to support purchases.
- As ProCard purchases occur, a journal is fed to the general ledgers under source code “PRO” using the default FAU associated with the ProCard.
  - As PRO journals post, the DCA should receive a PAN notice.
  - DCA should establish a process to track based on PAN notifications.
  - Department/DCA should establish procedures of how supporting documentation is promptly submitted to the Department Card Administrator (DCA)
  - The ProCard Zero Dollar Purchase Order and/or ProCard Aging Report can be a useful tools to assist with ensuring all documentation is received.

PCT Best Practices

- PRO charges post to account 780315 - ProCard Expense Clearing. This account is used to record initial purchases via the ProCard.
- The DCA must review all ProCard transactions and documentation to determine:
  - Is it a legitimate purchase?
  - Have receipts/supporting documents been received from ProCard holder?
  - Is the purchase for tangible goods?
  - Was sales tax or use tax accessed appropriately?
- DCA should promptly transfer expenses via the PCT to a valid FAU to ensure transactions are reflected correctly on the general ledger. Ideally, all transactions occurring within a month are transferred by month end.

PCT Best Practices

- The designated Department Card Administrator (DCA) is responsible for collecting supporting documentation, validating transactions and processing the PCTs.
- The ProCard Aging Report must be clear (no entries appearing on Aging Report) prior to published fiscal closing deadline. Closing letter includes deadline date to clear ProCard charges/Aging Report.
    - If PCT marked as "incomplete", it will not post or clear the Aging report
- Please refer to the LMS PCT training for additional information. Course name: "Cost Transfers: PCT Training and Assessment"

PCT Best Practices

- Utilizing eBuy to track ProCard transactions
  - eBuy can optionally be used as a repository for ProCard purchases
  - Use a meaningful description for searching; If Travel related, use Trip ID
  - No encumbrances are created for this type of PO
  - No routing capability
  - Used to document the UC negotiated terms and conditions
  - See Appendix A for additional information on using this functionality

PCT Best Practices

- The ProCard Aging Report will reflect all activity pending transfer to an appropriate FAU.
- Recommend running a ProCard Aging Report 3-4 times per week if your department has a high volume of ProCard activity; 2-3 times per week for smaller departments
- See Appendix B for instructions on running the report.

PCT Best Practices

- Sales Tax– Expenditures for tangible items (e.g. supplies, materials, books, software on a disc) are subject to sales or use tax.
- For ProCard, UCRFS will automatically charge use tax on purchases from most out-of-state vendors (exclusions vendors with a good history of assessing sales tax).
  - UCRFS cannot determine what is tangible items; therefore DCAs will need to review the ProCard documentation to ensure sales tax or use tax was appropriately charged.
  - Errors must be reported to Accounts Payable
  - Email Ucrap@lists.ucr.edu to request a reversal or to add Use Tax with supporting documentation such as receipt for the original purchase and copy of the entry on the ProCard Aging Report

PCT Best Practices

- At FY close, there may be a delay in processing Use Tax adjustment requests due to the high volume of requests. Please do not submit duplicate requests
  - Email Subject Line: "Use Tax Adjustment"; If a 2nd request is required after 5 business days, piggy back on first email adding "2nd Request" to subject line.

UCR’s Procurement Card Policy

https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=750-70

Use and Sales Tax Guidelines

A. Use Tax

Use tax on procurement card transactions from out-of-state suppliers will be automatically calculated and added to the amount of the sale via UCRFS. Some out-of-state suppliers will collect such tax. Every DCA must ensure that they notify Accounts Payable (ucrAP@ucr.edu) of all out-of-state suppliers who have already collected tax on a receipt. When notified, the appropriate Procurement Services buyer will add these suppliers to a table, which will override the use tax accrual in the future. Ensure all copies of out-of-state receipts, where sales tax has been collected, are sent to Accounting in order to correct the duplicate tax.

Ucrap@lists.ucr.edu

B. Sales Tax

Sales tax Is due and payable at the time of purchase of tangible goods. The State of California requires payment of state sales tax on all purchases, except those which are tax-exempt. The following types of services are generally not taxable: labor; advertisements; online downloads; and freight.

At times, a transaction may require a combination of goods and services that are both taxable and nontaxable. In such cases, obtain a specific breakdown of the supplier’s charges in each category and the appropriate tax.

Questions

Feedback should be sent to ucrfsfeedback@ucr.edu

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

BAS
BFS

Thank you for attending today's UCRFS Users Group Meeting

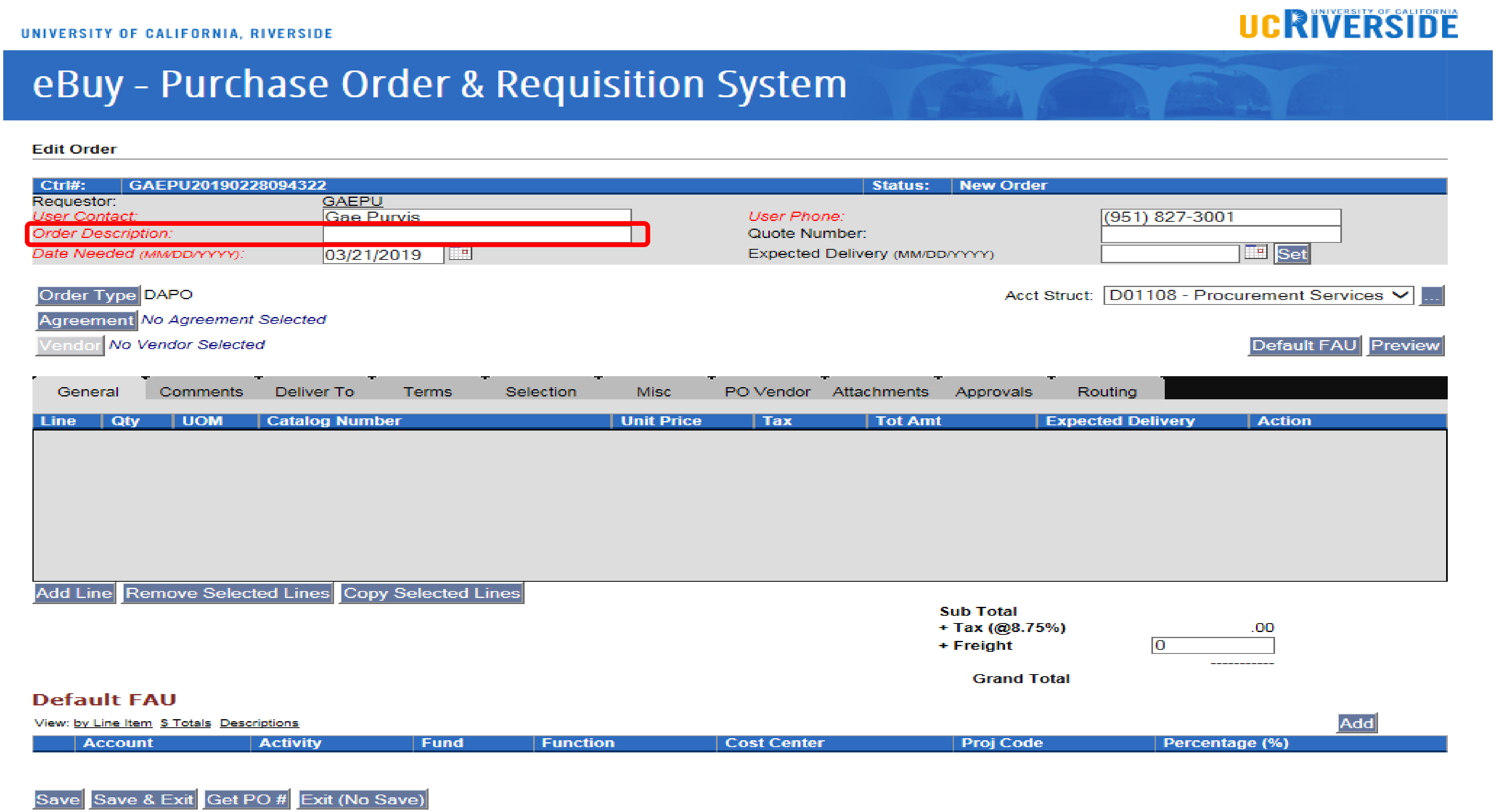
- The next UCRFS Users Group Meeting will be held on Friday, June 14, 2019 at the Alumni Center from 9 – 10:30 a.m.
- We welcome your feedback and recommendations for additional topics that you would find helpful. We would appreciate your taking this short survey by copying and pasting this link in your browser which will remain open through Friday, March 22, 2019.
- https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVCfP6nL_93NGm_4d0Mk0vqxUNlZXVjU1SDFFVFI0VEFXVEZYMk5IOFdVNS4u

Appendix A: Creating a ProCard Zero Dollar Puchase Order (Using eBuy as a ProCard Documentation Repository)

This is an optional feature available to users to assist with tracking and documenting purchases

Appendix A

This is the first screen when you select create order; Use a meaningful description for searching; If Travel related, use Trip ID



Appendix A

Now select the Order Type button, and select ProCard
Now select the Save Order Type button, and you will be taken to the main page

Appendix A

Returns to the main page; Now select the vendor button and you will be prompted to enter the supplier name.

Appendix A

The areas in red are required fields; On the General tab enter the information about your purchase.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

eBuy - Purchase Order & Requisition System

Quantity:

Unit of Measure: Each

Description:

Catalog Number:

Unit Price:

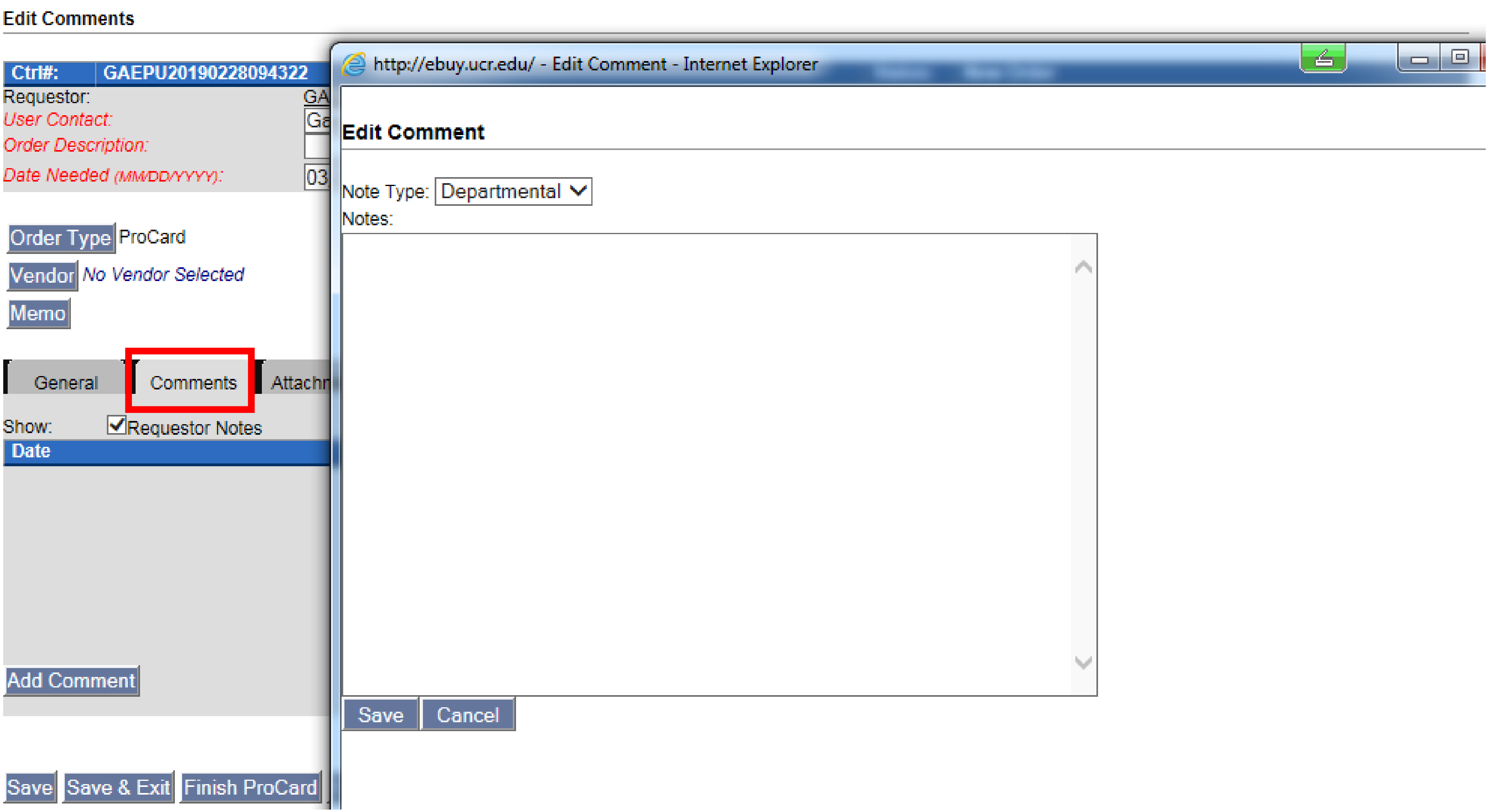
Taxable: Yes No

Expected Delivery (MM/DD/YYYY)

Save & Add Next | Save | Close

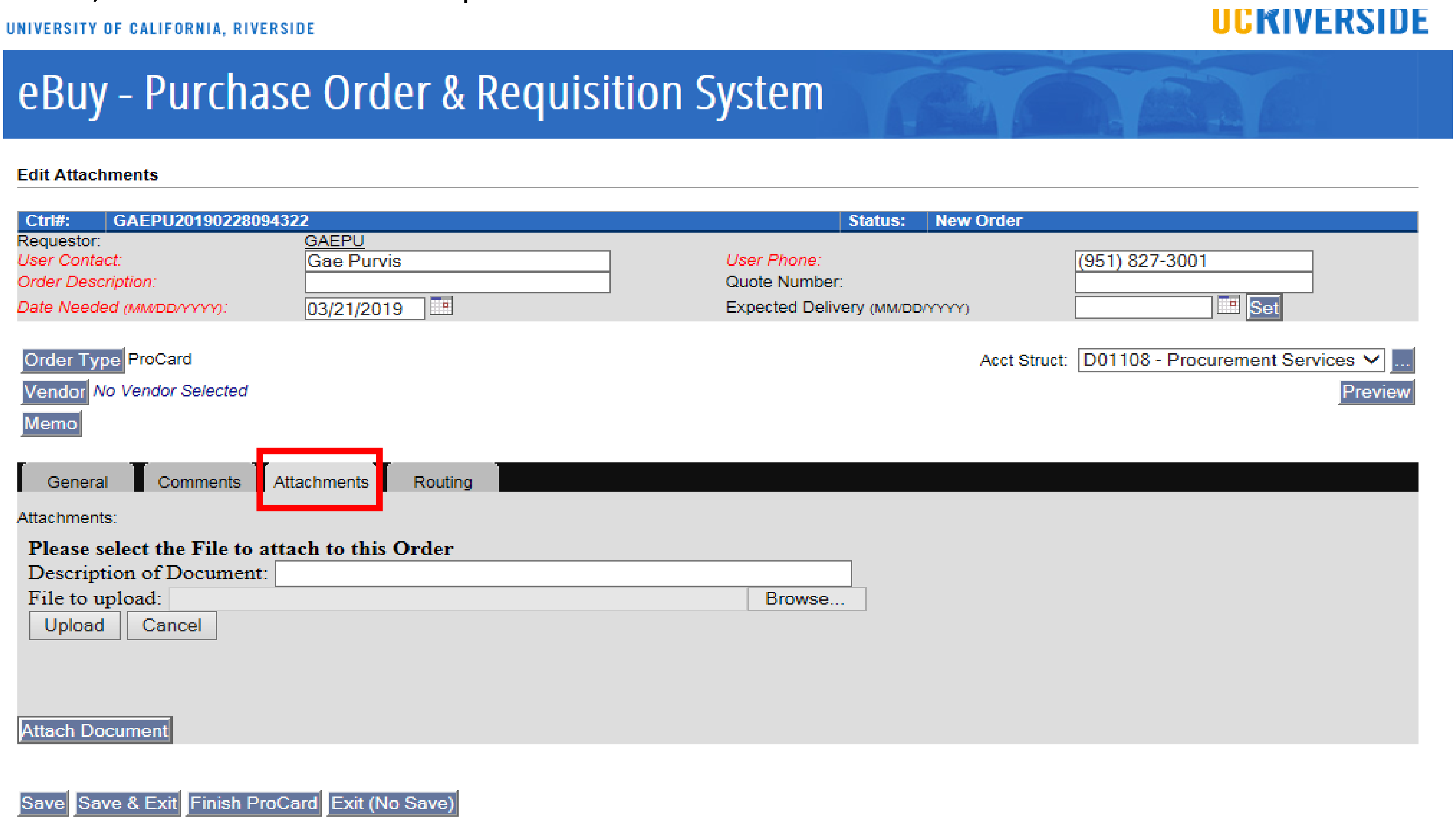
Appendix A

In the Comments tab add any internal notes if desired.



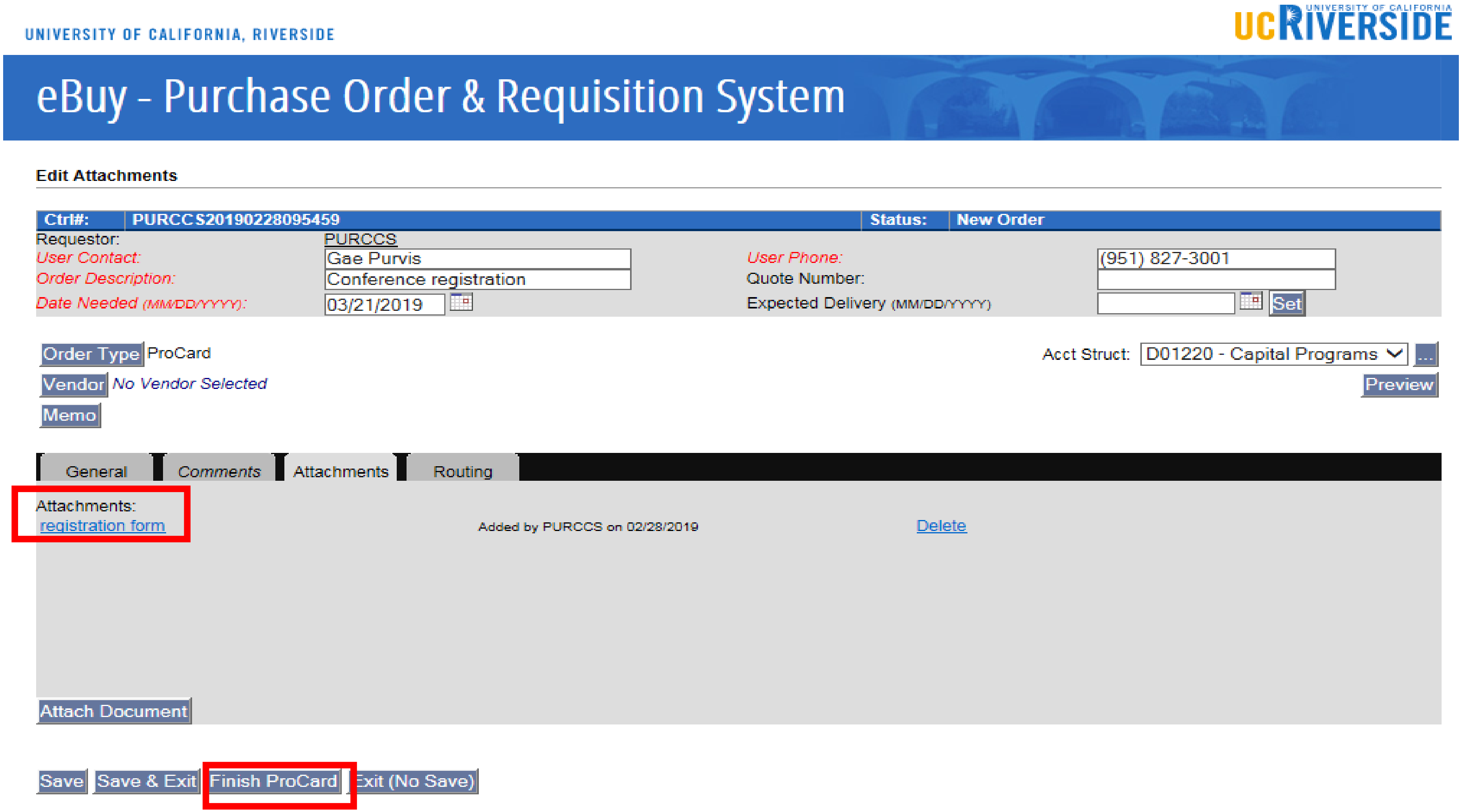
Appendix A

In the Attachments tab, upload the supporting documentation, i.e. invoice, packing slip, order form, etc. that relates to the purchase.



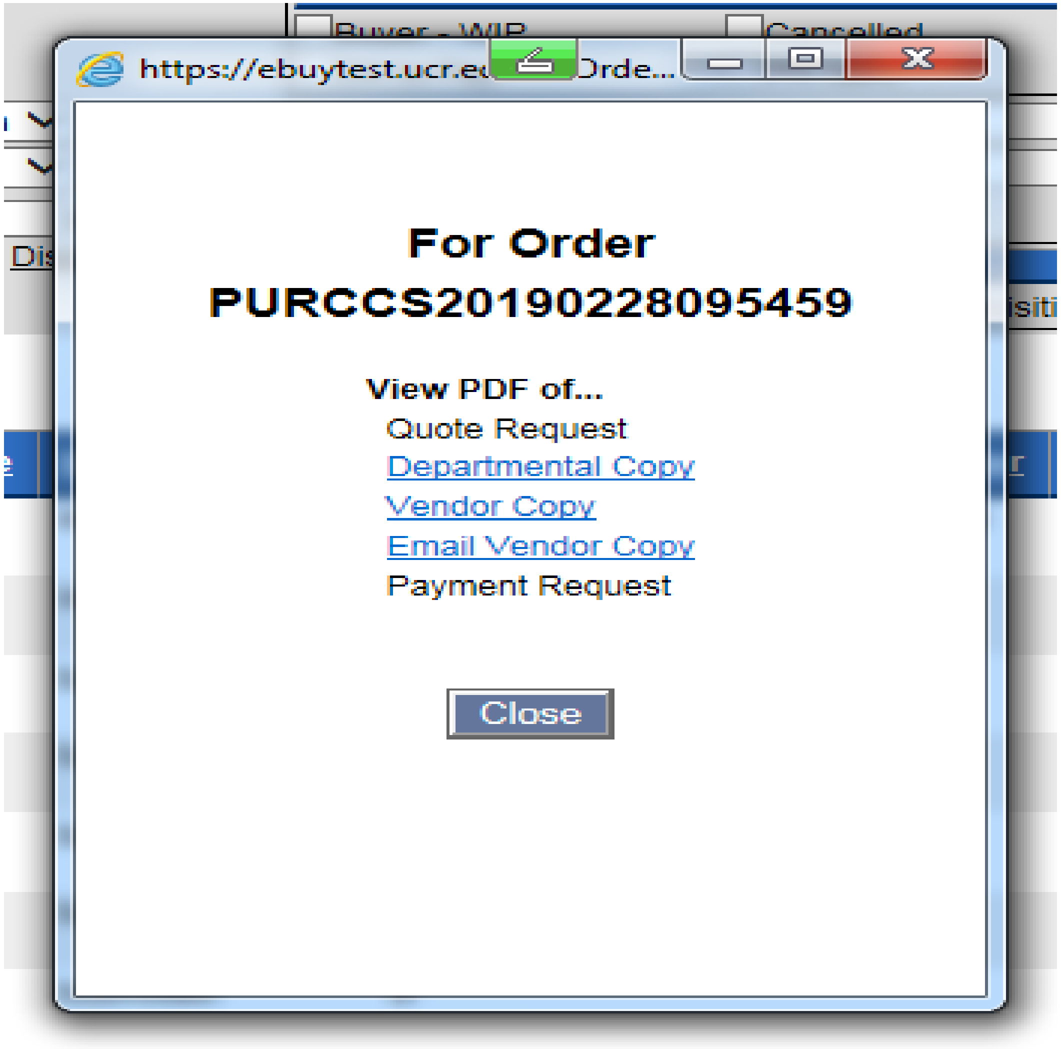
Appendix A

Once all information has been added/uploaded, select "Finish ProCard".



Appendix A

Now the ProCard transaction is finished and saved for audit and documentation purposes.

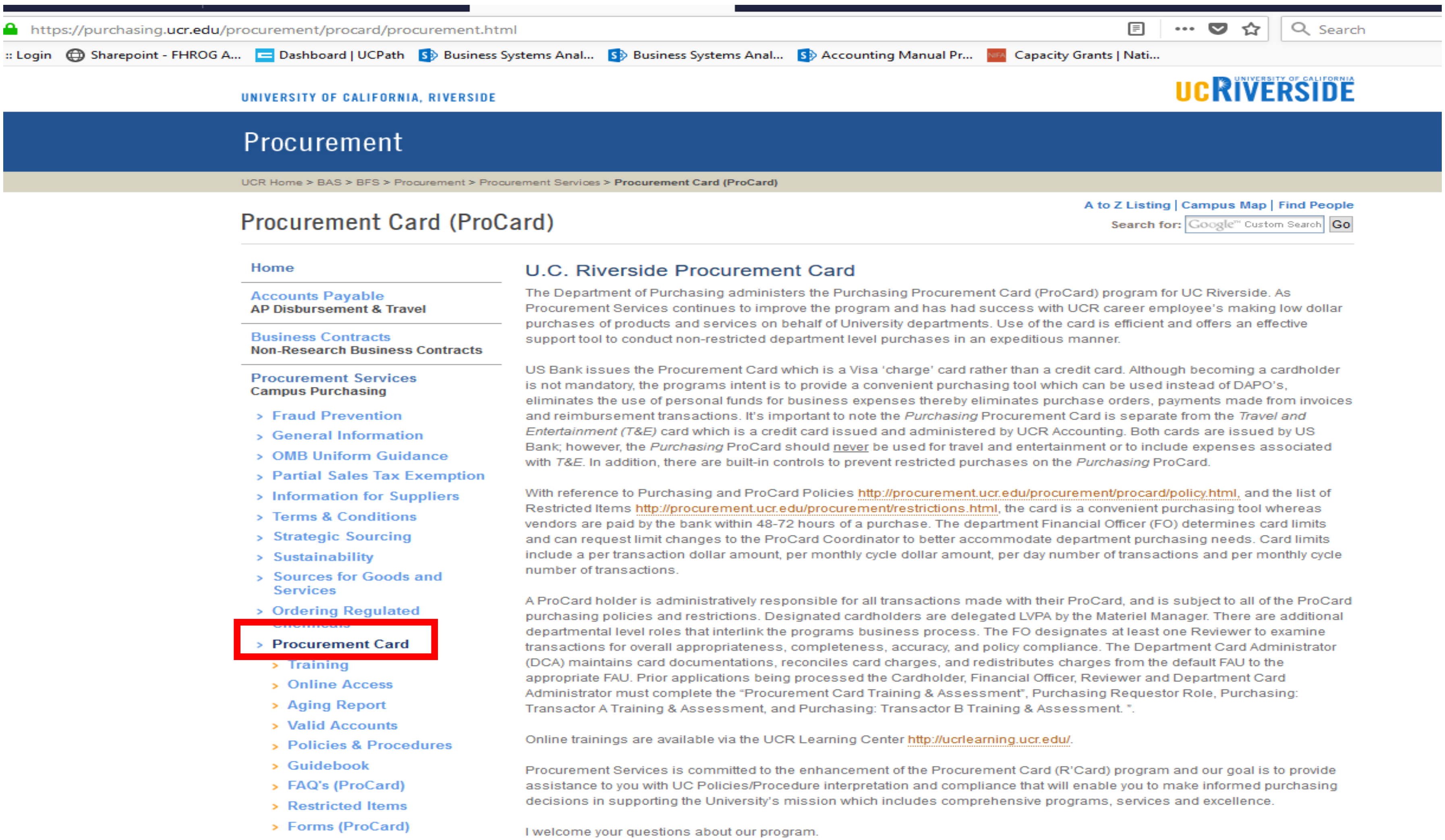


BAS
BFS

Appendix B: ProCard Aging Report

Appendix B -Procurement Card Website

https://procurement.ucr.edu/procurement/procard/procurement.html



https://purchasing.ucr.edu/procurement/procard/procurement.html

:: Login | Sharepoint - FHROG A... | Dashboard | UCPath | Business Systems Anal... | Business Systems Anal... | Accounting Manual Pr... | Capacity Grants | Nati...

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UCRIVERSIDE

Procurement

UCR Home > BAS > BFS > Procurement > Procurement Services > **Procurement Card (ProCard)**

A to Z Listing | Campus Map | Find People

Search for: Google Custom Search Go

Procurement Card (ProCard)

- Home
- Accounts Payable
  AP Disbursement & Travel
- Business Contracts
  Non-Research Business Contracts
- Procurement Services
  Campus Purchasing
  - Fraud Prevention
  - General Information
  - OMB Uniform Guidance
  - Partial Sales Tax Exemption
  - Information for Suppliers
  - Terms & Conditions
  - Strategic Sourcing
  - Sustainability
  - Sources for Goods and Services
  - Ordering Regulated Chemicals
  - **Procurement Card**
    - Training
    - Online Access
    - Aging Report
    - Valid Accounts
    - Policies & Procedures
    - Guidebook
    - FAQ's (ProCard)
    - Restricted Items
    - Forms (ProCard)

U.C. Riverside Procurement Card

The Department of Purchasing administers the Purchasing Procurement Card (ProCard) program for UC Riverside. As Procurement Services continues to improve the program and has had success with UCR career employee's making low dollar purchases of products and services on behalf of University departments. Use of the card is efficient and offers an effective support tool to conduct non-restricted department level purchases in an expeditious manner.

US Bank issues the Procurement Card which is a Visa 'charge' card rather than a credit card. Although becoming a cardholder is not mandatory, the programs intent is to provide a convenient purchasing tool which can be used instead of DAPO's, eliminates the use of personal funds for business expenses thereby eliminates purchase orders, payments made from invoices and reimbursement transactions. It's important to note the *Purchasing* Procurement Card is separate from the *Travel and Entertainment (T&E)* card which is a credit card issued and administered by UCR Accounting. Both cards are issued by US Bank; however, the *Purchasing* ProCard should never be used for travel and entertainment or to include expenses associated with *T&E*. In addition, there are built-in controls to prevent restricted purchases on the *Purchasing* ProCard.

With reference to Purchasing and ProCard Policies http://procurement.ucr.edu/procurement/procard/policy.html, and the list of Restricted Items http://procurement.ucr.edu/procurement/restrictions.html, the card is a convenient purchasing tool whereas vendors are paid by the bank within 48-72 hours of a purchase. The department Financial Officer (FO) determines card limits and can request limit changes to the ProCard Coordinator to better accommodate department purchasing needs. Card limits include a per transaction dollar amount, per monthly cycle dollar amount, per day number of transactions and per monthly cycle number of transactions.

A ProCard holder is administratively responsible for all transactions made with their ProCard, and is subject to all of the ProCard purchasing policies and restrictions. Designated cardholders are delegated LVPA by the Materiel Manager. There are additional departmental level roles that interlink the programs business process. The FO designates at least one Reviewer to examine transactions for overall appropriateness, completeness, accuracy, and policy compliance. The Department Card Administrator (DCA) maintains card documentations, reconciles card charges, and redistributes charges from the default FAU to the appropriate FAU. Prior applications being processed the Cardholder, Financial Officer, Reviewer and Department Card Administrator must complete the "Procurement Card Training & Assessment", Purchasing Requestor Role, Purchasing: Transactor A Training & Assessment, and Purchasing: Transactor B Training & Assessment. ".

Online trainings are available via the UCR Learning Center http://ucrlearning.ucr.edu/.

Procurement Services is committed to the enhancement of the Procurement Card (R'Card) program and our goal is to provide assistance to you with UC Policies/Procedure interpretation and compliance that will enable you to make informed purchasing decisions in supporting the University's mission which includes comprehensive programs, services and excellence.

I welcome your questions about our program.

Appendix B - Accessing ProCard Aging Report

https://purchasing.ucr.edu/procurement/procard/aging.html

Login | Sharepoint - FHROG A... | Dashboard | UCPath | Business Systems Anal... | Business Systems Anal... | Accounting Manual Pr... | Capacity Grants | Nati...

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Procurement

UCR Home > BAS > BFS > Procurement > Procurement Services > Procurement Card > **Aging Report**

A to Z Listing | Ca

Search for:

Aging Report

- Home
- Accounts Payable
  AP Disbursement & Travel
- Business Contracts
  Non-Research Business Contracts
- Procurement Services
  Campus Purchasing
  - Fraud Prevention
  - General Information
  - OMB Uniform Guidance
  - Partial Sales Tax Exemption
  - Information for Suppliers
  - Terms & Conditions
  - Strategic Sourcing
  - Sustainability
  - Sources for Goods and Services
  - Ordering Regulated Chemicals
  - Procurement Card
    - Training
    - Online Access
    - **Aging Report**
    - Valid Accounts
    - Policies & Procedures
    - Guidebook
    - FAQ's (ProCard)
    - Restricted Items
    - Forms (ProCard)

UCRFS

PCT (PROCUREMENT CARD)
AGING & AUDIT REPORT
INSTRUCTIONS

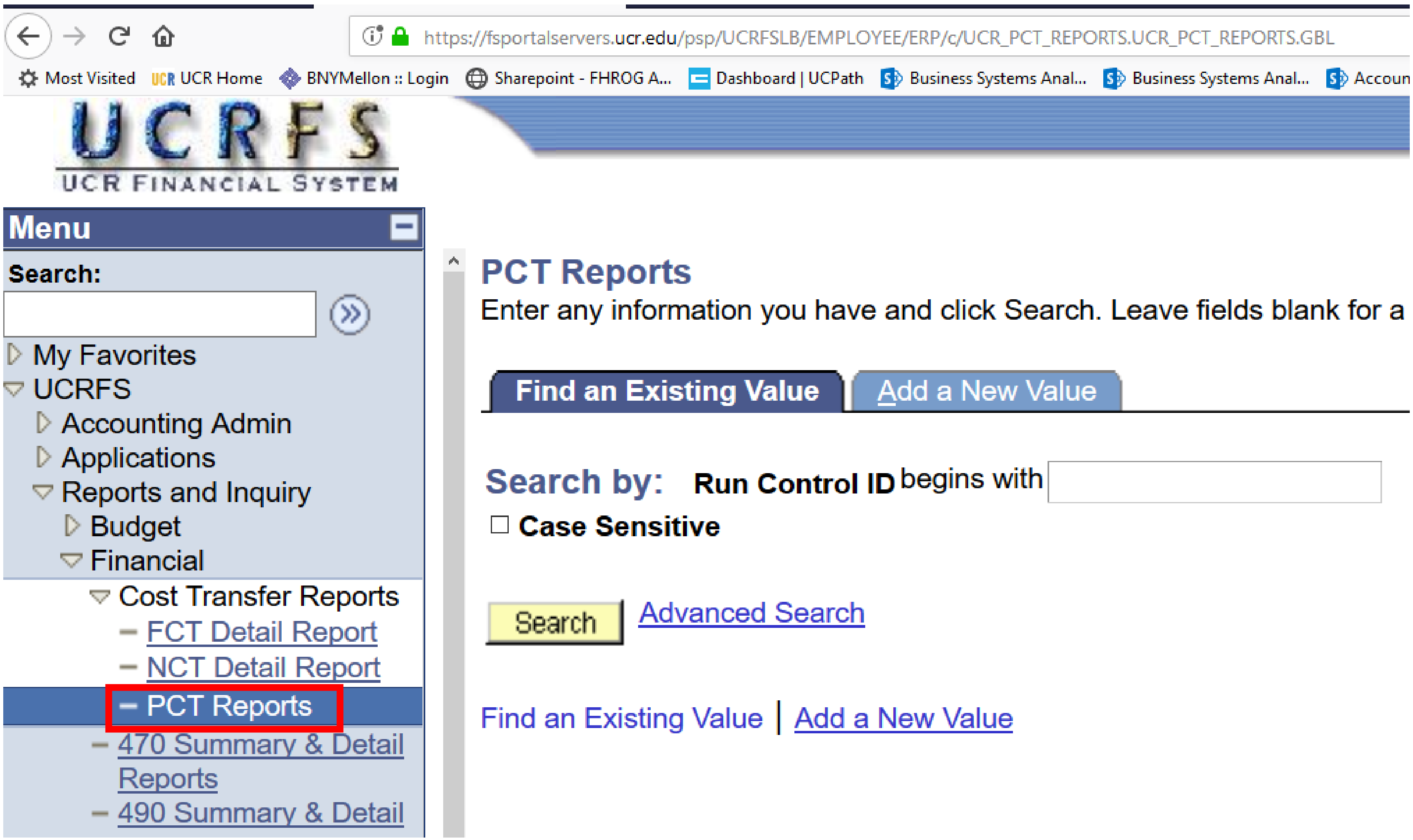
Note: Number of Aging Days will appear in the far right column.

Select to save as My Favorite for future use. Click on Search

1. Log into iViews at: http://iviews.ucr.edu/iviews/iVIEWS_EACS.main
2. Select UCRFS – UCR Financial Systems
3. Select UCRFS
4. Select Reports & Inquiry
5. Select Financial
6. Select Cost Transfer Reports
7. Select PCT Reports
8. Create a "Run Control ID" (e.g. PArts, Arts, Music, Dance, etc.)
9. Click on "Add A New Value" Tab (Create New Run Control ID – Enter data as needed)
10. Enter Activity on the PCT Aging Report Tab
11. Click Run
12. Click box to select PCT Aging Report
13. Click OK
14. Click Report Manager (Note: if Status shows Process… wait a few minutes and Click: Refresh)
15. Click Administration Tab. Status column should indicate Posted.
16. Click Details
17. Select pctaging xxxxxx.PDF

Appendix B - UCRFS ProCard Aging Report

UCRFS/Reports and Inquiry/Financial/Cost Transfer Reports/PCT Reports



Appendix B - UCRFS ProCard Aging Report

PCT Aging Report | PCT Audit Report | PCT Detail Report

Run Control ID: PAULINEL PAULINEL [Report Manager] [Process Monitor] [Run]

ProCard Aging Report

SetID: UCR

User: PAULINEL

Activity: A01081 Evolution, Ecology & Orgns Bio

On or Before 02/25/2019

[Save] [Return to Search]

Appendix B - UCRFS ProCard Aging Report

Home | Add to Favorites

Process Scheduler Request

User ID: PAULINEL **Run Control ID:** PAULINEL

Recurrence: **Run Date:** 02/25/2019 **Run Time:** 4:31:26PM Reset

Process List

Select	Description	Process Name	Process Type	*Type	*Format
☐	PCT Detail Report	DETLPCT	SQR Report	Web	PDF
☑	PCT Aging Report	PCTAGING	SQR Report	Web	PDF
☐	PCT Audit Report	PCTAUDIT	SQR Report	Web	PDF

OK Cancel

Appendix B - UCRFS ProCard Aging Report

UCRFS

Report ID: PCTAGING

PROCARD AGING REPORT

Page No. 1
Run Date 02/25/2019
Run Time 17:14:02

Parameters:

Setid: UCR
Business Unit: UCR
Activity: A01081

Journal ID	Journal Date	Line #	Fund	Activity	Function	Cost Center	Project ID	Line Descr	Line Ref	Monetary Amount	Aging-Days
FDR0080678	29-JAN-2019	113	19900	A01081 Evolution, Ecology & Orgns Bio	40			726452 01312019 PETMOUNTAI	0000315613	28.65	26
FDR0080678	29-JAN-2019	114	19900	A01081 Evolution, Ecology & Orgns Bio	40			726452 01312019 CTS*FRONTI	0000315614	94.31	26
FDR0080678	29-JAN-2019	116	19900	A01081 Evolution, Ecology & Orgns Bio	40			726452 01312019 PAYPAL *AQ	0000315615	80.35	26
FDR0080678	29-JAN-2019	117	19900	A01081 Evolution, Ecology & Orgns Bio	40			726452 01312019 PAYPAL *KC	0000315616	11.99	26
FDR0080678	29-JAN-2019	115	19900	A01081 Evolution, Ecology & Orgns Bio	40			726452 01312019 CTS*FRONTI	USE TAX	8.25	26