UCRFS Users Group Meeting

Monday, March 4, 2019
9:00 a.m. – 10:30 a.m.
Alumni & Visitors Center
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.

Equipment Inventory Modification Request (EIMR)

Presented by: Michael Mochache
Plant Accountant
What is an EIMR?

- Acronym for “Equipment Inventory Modification Request”.

- Request to make a non-cost or other general information related “modifications”/changes to a department’s inventory equipment.

- All EIMR requests must be completed in the Asset Management System (AMS)—a system used to track and manage all of UCR’s inventory 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 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.
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-Miscellaneous: 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.
Completing an EIMR in AMS:

**Step #1:** Login and click on the “Search Assets” button.
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.
Completing an EIMR in AMS:

**Step #5**: Click the yellow “+” button on the “Disposition/Transfers” section.
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 Process](https://example.com/eimr-process)
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 must 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

That's all Folks!
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.
BAS BFS

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


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.

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
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_4d0Mk0vqxUNlZXVjU1SDFFVFJ0VEFXVEZYMk5I0FdVNS4u
Appendix A: Creating a ProCard Zero Dollar Purchase 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.

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### eBuy - Purchase Order & Requisition System

**Edit Order**

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**Status:** New Order

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**Memo**

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**General**

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<th>Expected Delivery</th>
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**Sub Total**

- Tax (@8.75%): 0.00
- Freight: 0

**Grand Total**

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Appendix A

The areas in red are required fields; On the General tab enter the information about your purchase.
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.
Once all information has been added/uploaded, select “Finish ProCard”.

Add the registration form as an attachment and select “Finish ProCard” to complete the process.
Appendix A

Now the ProCard transaction is finished and saved for audit and documentation purposes.
Appendix B: ProCard Aging Report
Appendix B - Procurement Card Website

https://procurement.ucr.edu/procurement/procard/procurement.html
Appendix B - Accessing ProCard Aging Report

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

Aging Report

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/views/VIEW VIEW BACS 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 pptaging xxxxx.PDF
Appendix B - UCRFS ProCard Aging Report

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

**PCT Reports**
Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value | Add a New Value

**Search by:** Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value
Appendix B - UCRFS ProCard Aging Report
Appendix B - UCRFS ProCard Aging Report

Process Scheduler Request

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User ID: PAULINEL  Run Control ID: PAULINEL
Recurrence: Run Date: 02/25/2019  Run Time: 4:31:26PM
Reset
### Appendix B - UCRFS ProCard Aging Report

**Parameters:**
- **Setid:** UCR
- **Business Unit:** UCR
- **Activity:** A01081

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