UCRFS Users Group Meeting

Friday, March 6, 2020
8:30 a.m. – 10:00 a.m.
Alumni & Visitors Center

BFS – Business & Financial Services

UNIVERSITY OF CALIFORNIA, RIVERSIDE
Agenda

• Inventorial Equipment Update
• Review BFB-BUS-38 Disposition of Excess Property and Transfer of University – Owned Property
• CCRRS and Credit Card Reconciliation
• Modification to PCT Tool
• UCPath Positions – Understanding and Using Current & Future Funding Report
• UCPath General Ledger Update
Inventorial Equipment Update

Presented by:
Charmane Custodio, Equipment/Accounting Analyst
Inventorial Equipment Update

• Write-off of outstanding pending EIMRs has been completed. There are currently 9 EIMRs in AMS as of March 2, 2020.
  -EIMR Refresher: September 10, 2019 Meeting
  https://bfs.ucr.edu/user-group-meetings#ucrfs

• Modifications to AMS – Pending ITS programming and testing
  -Updated Property Tags will replace the Barcode with a QR Code
  -Updated Inventory Information Sheets reflect updated procedure to upload signed document into AMS
  -EIMR Code 91 name change to reflect “Transfer to Surplus Property”; New department code to be auto-filled with department code D02054.
Inventorial Equipment Update

• Annual Inventory Verifications must be completed by **May 31, 2020**.

  - Equipment will not be added into AMS after May 1, 2020 to give the Department Custodians time to locate the equipment and enter the necessary information into AMS by the due date. Equipment additions will resume on June 1, 2020 in order to update AMS before the fiscal year end. Failure to complete the annual verification by May 31, 2020 will result in escalation to ORG CFAO as well as the department having to verify any newly-added equipment in June as part of the current year’s annual verification.

  - Additional items to look out for during verifications
    - Review equipment for any needed replacement tags
    - Equipment found that is not part of your department inventory
Inventorial Equipment Update

• Verification of Physical Inventory- Equipment Management Audits (BFB-BUS-29: Section V, Subsection H, Paragraph 2)

2. Verification of Physical Inventory: Equipment Management may conduct verification of physical inventory to test the accuracy of inventory taken by the Custodial departments. University locations may incorporate various sampling techniques as part of the verification process, including statistical, stratified, judgmental, purposeful or other sampling or testing methods.

• A few departments will be selected to shadow during the annual verifications.
BFB-BUS-38 Disposition of Excess Property and Transfer of University – Owned Property

Presented by:
Jerry Monahan, General Accounting Supervisor
The EIMR Code 91 will be changed to Transfer to Surplus Property and reference BUS-38.

BFB-BUS-38: *Disposition of Excess Property and Transfer of University-Owned Property* outlines the proper protection of, accounting for, and disposition of University-owned personal property related to the:

- Sale of excess property
- Donation of excess property
- Transfer of University-owned property to another institution and related restrictions

Note BUS-38 also applies to EIMR Code 21-Sold, 24-Trade-In, and 26-Intercampus Transfer.

Please consult BUS-38 before taking any action and coordinate the disposition of excess University-owned property through ScotSurplus.
CCRRS and Credit Card Reconciliation

Presented by:
Linda Casteel, Treasury Manager
Topics

- Merchant Responsibilities
- Tools/Source Documents for Reconciliation
- Reconciliation Process
- Q&A
**Daily Responsibilities Include:**

Merchants are responsible for timely recording of sales and refunds to general ledger (UCRFS)

- Cash Collection Reconciliation Reporting System (CCRRS) is the campus tool used to record sales/refunds to UCRFS
- CCR must be completed within 24 hours after receiving Merchant Client Line Reports (credit card settlement)
- CCR must accurately reflect amounts shown as deposited on Client Line Reports and storefront/payment gateway, and/or Point-of-Sale reports
- Resolve discrepancies between settlement amounts shown on client line and storefronts/POS/CashNet/cash registers, etc.
  - Confirm timing issues due to cutoff times, debit cards, auto-settle, etc.
Merchant Responsibilities

Monthly Responsibilities Include:

- Reconciling the monthly activity reports to UCRFS
  - Credit card bank statements (i.e., activity reports) are sent monthly via campus mail from the MCO
    - 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)
  - Reports from your storefront, payment gateway (CASHNet, Bluefin, Merchant Link, Aventri, Handshake, etc.) and/or Point-of-Sale (Appetize, Epic, Cash Register)

- Identify and correct errors immediately
- Annotate reconciling items due to timing issues
- For full responsibilities, see Policy 200-17
Tools/Source Documents for Reconciliation

• Reconciliation is the process to confirm and align department ledgers with amounts posted to the bank for each month
  • Source 1: CCRRS
    • Departmental Cash Collection Reports
    • This report provides the details of transactions entered in UCRFS (presence of a feeder date) and pending transactions.

• Source 2: Monthly Credit Card Statement (i.e., Activity Report)
  • This document provides the details of transactions credited to our bank account.
  • This will show sales, refunds, adjustments, fees, and chargebacks
Source 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’.

Example Accountability Structure

Departmental Cash Collection Reports

Accountability Structure:
Control #:
DAF #:

Report Start Date (mm/dd/yyyy): 09/01/2019
Report End Date (mm/dd/yyyy): 09/30/2019
Source 1: CCRRS Dept. Report

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Last Update By</th>
<th>Last Update Date</th>
<th>Control Number</th>
<th>DAF Number</th>
<th>Transaction Type</th>
<th>Report Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Last Update By</th>
<th>Last Update Date</th>
<th>Control Number</th>
<th>DAF Number</th>
<th>Transaction Type</th>
<th>Report Nickname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Collection Date</th>
<th>Daily Total</th>
<th>Routing Location</th>
<th>Cashier Complete Date</th>
<th>Feeder Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/2019</td>
<td>$9,006.51</td>
<td>Report Complete</td>
<td>09/10/2019</td>
<td>09/09/2019</td>
</tr>
<tr>
<td>09/29/2019</td>
<td>$171.84</td>
<td>Report Complete</td>
<td>09/10/2019</td>
<td>09/09/2019</td>
</tr>
<tr>
<td>09/29/2019</td>
<td>$225.96</td>
<td>Report Complete</td>
<td>09/10/2019</td>
<td>09/09/2019</td>
</tr>
<tr>
<td>09/29/2019</td>
<td>$102.15</td>
<td>Report Complete</td>
<td>09/10/2019</td>
<td>09/09/2019</td>
</tr>
<tr>
<td>09/29/2019</td>
<td>$68.38</td>
<td>Report Complete</td>
<td>09/10/2019</td>
<td>09/09/2019</td>
</tr>
<tr>
<td>09/29/2019</td>
<td>$122.23</td>
<td>Report Complete</td>
<td>09/10/2019</td>
<td>09/09/2019</td>
</tr>
</tbody>
</table>
Source 1: CCRRS Dept. Report

• The report can be exported to Excel, to facilitate organization of data for reconciliation purpose. Click *Save to Excel*. 

• A consistent naming convention for “Report Nickname” is important when there is more than 1 merchant ID number associated with a single accountability structure. This will enable sorting by merchant ID using the associated “Report Nickname”.

UCRFS User’s Group Meeting - March 6, 2020
Source 2: Monthly Credit Card Stmt

Example of Clientline Statement

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Batch Submitted</th>
<th>MasterCard</th>
<th>Visa</th>
<th>American Express</th>
<th>Total Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/13/17</td>
<td>832005130160</td>
<td>0.00</td>
<td>$90.00</td>
<td>0.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>09/14/17</td>
<td>832005140161</td>
<td>0.00</td>
<td>$4,100.00</td>
<td>0.00</td>
<td>$4,100.00</td>
</tr>
<tr>
<td>09/15/17</td>
<td>832005150162</td>
<td>0.00</td>
<td>$350.00</td>
<td>0.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>09/21/17</td>
<td>832005210163</td>
<td>0.00</td>
<td>$630.00</td>
<td>0.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>09/22/17</td>
<td>832005220164</td>
<td>0.00</td>
<td>$630.00</td>
<td>$100.00</td>
<td>$730.00</td>
</tr>
<tr>
<td>09/28/17</td>
<td>832005280165</td>
<td>$75.00</td>
<td>0.00</td>
<td>0.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>09/27/17</td>
<td>832005270166</td>
<td>0.00</td>
<td>$500.00</td>
<td>0.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

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

Total: $6,475.00
Questions?

• Cashiering questions should be directed to cashandmerchant@ucr.edu

• For CCRRS guidance: https://cnc.ucr.edu/ccrrs
Modification to PCT Tool

Presented by:
Brian Griffin, Assoc. Director, Financial Systems ITS
Bobbi McCracken, AVC-BFS
Based on feedback from users, the following enhancements to the PCT tool will be deployed shortly:

- Ability to select multiple lines on a specific PRO journal for transfer on a single PCT
- Automated insert of offset lines
- Global FAU update of offset lines - optional feature
  - Care should be used when utilizing this feature as it will change all offset lines of the journal, however, user would have the ability to change the FAU on specific lines
ProCard Cost Transfer (PCT) Enhancements

• Use Tax
  • Users now have the ability to reverse erroneous use tax
    • Users will be required to upload supporting documentation into the Journal Documentation System for audit purposes
    • Accounting may request additional information
  • Use Tax Journal Line Reference will now reflect the original transaction id and the Journal Line Description will display “UT” at the end
  • These changes should better allow for the tracking of the redistribution ProCard transactions via UCRFSTotals queries
    • Source PRO and PCT
    • Organized by Journal Line Reference
UCPath Positions Overview of Current & Future Funding Report

Presented by:
Alfred Karam, Payroll Coordination and Analysis Manager
Current & Future Funding Report

- UCPath Position
- Position Funding
- Report Elements
- Access to the Report
- Report Overview
- Report Future Updates
- Questions & Feedback
UCPath Position

- Position Key Attributes
  - Job Code
  - Reports To
  - Department
  - FTE
- Incumbent (Employee)
- Job Key Attributes
  - Compensation
Position Funding

• Funding Setup Key Attributes
  • Department ID
  • Fiscal Year
  • Effective Date
  • Earn Code*
  • FAU

• Current Funding Setup
  • Applies to current payroll cycles
  • Current Fiscal Year

• Future Funding Setup
  • Applies to future payroll cycles
  • Last funding setup in current fiscal year will rollover into new FY**
Position Funding Best Practice

• Always create a position level funding with a
  • Every position needs one Blank Earn Code funding FAU(s)

• Additional Pay - One-Time
  • No Need to setup funding for this purpose
  • Send funding FAU with one-time pay request via ServiceLink

• Additional Pay – Recurring
  • No need to setup if funding FAU is the same as default position funding FAU
    • This includes if the account is the only difference
    • UCPath has a local account mapping process that translates earn code to proper account
Position Funding Best Practice

• Future funding setup in the next Fiscal Year
  • Rollover funding will not be applied

• Position Movement to Another Department
  • Requires new position funding entry
  • Will appear on the report as “No Funding”

• Be Proactive and Plan ahead
  • Submit known future funding as early as possible (avoid SCT transactions)
UCPATH

Positions, Funding, and Incumbent

Publish Date
Monday, March 2, 2020

Current and Future Effective Dated Funding Report
This report contains current and future effective dated funding/FAU distributions organized by department, employee name and position. The department code is determined by the HR department associated with the position; the FAU information associated with the position will display all funding not just FAUs under the HR department. Until future effective dated funding is available in HRDW, this report will be created on or about the 1st and 15th of each month and posted in iReport. The report will be accessible to all users with HRDW or SuperDope roles. This report should assist users with determining the timing of FAU change requests and projecting expenditures.

Additional Notes
Blank Earn Code – should be used to capture the FAU associated with the REG earn code and ALL other earn codes using the same FAU for a particular position. In most situations, there is no need to setup specific funding for other earn codes if the only difference between the FAU associated with Blank Earn Code is the account number as various earn codes will go through the account transformation process during the general ledger processing (e.g. overtime, stipends, etc.).

Department Default FAU – when a funding row contain "69993" as the fund number, this indicates that position is missing an FAU designation; therefore, future payroll transactions will post to the default funding. A change request must be submitted to change the funding associated with the position to appropriate funding sources. This action can be accomplished using the FAU Change Request Tool.

The Job Comp Rate listed for monthly paid positions is prorated based on the FTE; to assist with determining the un-prorated rate, the field Monthly Rate @ 1 FTE is provided based on employee’s total compensation at a full time equivalent factor (One FTE, 1.0).

The Job End Date is provided to assist with projections. If the Job End Date field is blank, the job does not have a defined end date; this is appropriate coding in many situations.

Published by Business & Financial Services
## Report Page Elements

<table>
<thead>
<tr>
<th>Data Field Name</th>
<th>Description</th>
<th>Belongs To</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORG \ DEPT</td>
<td>Report is organized by ORG\DEPT\Employee name and based on position</td>
<td>Position</td>
</tr>
<tr>
<td>Employee</td>
<td>Employee ID and the most current name</td>
<td>Employee</td>
</tr>
<tr>
<td>Position</td>
<td>Position number assigned to the employee</td>
<td>Position</td>
</tr>
<tr>
<td>Position Effective Date</td>
<td>The effective date of position attributes</td>
<td>Position</td>
</tr>
<tr>
<td>Position FTE</td>
<td>The full time equivalent set for the position</td>
<td>Position</td>
</tr>
<tr>
<td>Position Status</td>
<td>The status in most cases is A (Approved)</td>
<td>Position</td>
</tr>
<tr>
<td>Reports To</td>
<td>Indicates the position number of the current supervisor or (Need Setup)</td>
<td>Position</td>
</tr>
<tr>
<td>Empl Record</td>
<td>The employment record ID associating an employee to a position</td>
<td>Job</td>
</tr>
<tr>
<td>Payroll Status</td>
<td>Employee payroll status in most cases is A (Active)</td>
<td>Job</td>
</tr>
<tr>
<td>Job Comp Rate</td>
<td>The compensation rate for the employee on the job record</td>
<td>Job</td>
</tr>
<tr>
<td>Comp Frequency</td>
<td>The pay frequency in which an employee is paid on</td>
<td>Job</td>
</tr>
<tr>
<td>Monthly Rate @1.0 FTE</td>
<td>This is calculated based FTE and Comp Frequency</td>
<td>Job</td>
</tr>
<tr>
<td>Data Field Name</td>
<td>Description</td>
<td>Belongs To</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Job Code</td>
<td>The associated job code to the position</td>
<td>Position</td>
</tr>
<tr>
<td>Job Effective Date</td>
<td>The effective date of the job record</td>
<td>Job</td>
</tr>
<tr>
<td>Job FTE</td>
<td>The FTE value assigned to a job record</td>
<td>Job</td>
</tr>
<tr>
<td>Job End Date</td>
<td>The job record end date when present</td>
<td>Job</td>
</tr>
<tr>
<td>Funding Status</td>
<td>Current or Future indicates the below funding grid status</td>
<td>Funding</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>The associated FY of the funding grid</td>
<td>Funding</td>
</tr>
<tr>
<td>Effective Date</td>
<td>The effective date of the funding grid</td>
<td>Funding</td>
</tr>
<tr>
<td>Effective Date Sequence</td>
<td>This is an automatic sequence ID created by the system for effective dates</td>
<td>Funding</td>
</tr>
<tr>
<td>Earn Code</td>
<td>“Blank” is a catch all value with a default position funding FAU</td>
<td>Funding</td>
</tr>
<tr>
<td>Funding FAU</td>
<td>The full accounting unit needed to establish position funding</td>
<td>Funding</td>
</tr>
<tr>
<td>Distribution %</td>
<td>The assigned distribution to each funding FAU</td>
<td>Funding</td>
</tr>
</tbody>
</table>
### Data Page Examples

#### Hourly Rate Example

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Position #</th>
<th>Effective Date</th>
<th>Position FTE</th>
<th>Position Status</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>40015112</td>
<td>0346144025</td>
<td>12/17/2017</td>
<td>1.00</td>
<td>A</td>
<td>40005370</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Status</th>
<th>Job CompRate</th>
<th>Comp Frequency</th>
<th>Monthly Rate @1.0 FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$26.01</td>
<td>H</td>
<td>$4,525.74</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Effective Date</th>
<th>Job Effective Date</th>
<th>Job FTE</th>
<th>Job End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>004722</td>
<td>6/30/2019</td>
<td>6/30/2019</td>
<td>1.0000</td>
<td></td>
</tr>
</tbody>
</table>

#### Annual Rate Example

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Position #</th>
<th>Effective Date</th>
<th>Position FTE</th>
<th>Position Status</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>40007668</td>
<td>0346144025</td>
<td>12/17/2017</td>
<td>1.00</td>
<td>A</td>
<td>40010219</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payroll Status</th>
<th>Job CompRate</th>
<th>Comp Frequency</th>
<th>Monthly Rate @1.0 FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$6,500.00</td>
<td>A</td>
<td>$6,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Effective Date</th>
<th>Job Effective Date</th>
<th>Job FTE</th>
<th>Job End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>004538</td>
<td>7/1/2019</td>
<td>7/1/2019</td>
<td>1.0000</td>
<td></td>
</tr>
</tbody>
</table>

### Notes
- Not Required
Data Page Examples

Missing Funding, No Reports-To Example

Default Account, Default Fund Used Example
Data Page Examples

Current and Future Funding Example
Accessing and Using the Report

- Reports are published on iReport under UCPath Local reports repository
- Initially, twice a month, 1\textsuperscript{st} and 15\textsuperscript{th}.
- Starting March 2020, every Monday
- Current users of SuperDOPE and HRDW automatically are granted access to the UCPath Local Report repository.
Report Future Updates

• Add Empl Class
• Add CBR Rate
• Vacant Position Reports
• Year End Position Funding Report
  • Identify potential funding gaps

For additional information on position funding and best practice, please review the FAU Change Request Tool Guide

@ https://bfs.ucr.edu/resources#payroll_coordination
Questions & Feedback

For Feedback and Additional questions Please send emails to UCRFSFeedback@ucr.edu
UCPath GL Update
Bobbi McCracken
UCPath Update

- UC Hastings transitioned to UCPath in Feb
- UCSD and UCSF to transition in May
  - Downtime TBD
  - Final deployment
- Challenges with receiving daily data feeds (aka ODS)
- UCPath Center has committed to devote additional resources to GL related issues
  - Redirected staff in Jan 2020
  - Additional staff transitioning in April 2020 and July 2020
  - Separate team to work on other campus effort reporting issues
- UC Controllers have asked for and received direct input on UCPath GL priorities focused on compliance
UCPath GL Update

• Vac Leave Assessment Errors
  • All UC Controllers have stressed importance of resolving this issue
  • Fix now planned for April 2020, delays are attributed to complexity
    • Note: historical corrections are not included due to complexity gathering data, so left to campuses to correct.

• SCTs
  • Missing Transactions: completed Feb 2020
  • Workstudy errors resolved: completed Feb 2020
  • Dropped SCTs: planned for March 2020
  • Duplicates: lower priority. To be monitor and corrected manually by UCR Accounting
  • Benefit Assessments-Incorrect FY rates-planned for April 2020
UCPath GL Update

• Complex ServiceLink FAU Change Requests deployed in February
  • Experienced some challenges
• TARS business rule enhancements to help prevent underpayments deployed in February
  • Full-time hourly employees reporting less than 80 hours per pay period will route to the Shared Services Center for review
• Overpayments
  • Analysis of causes on-going
  • Local overpayment process to be deployed soon
  • UCPC considering thresholds
• Missing Data Fields
• Reconciliation of missing UCRP Supplemental Interest on SCTs in progress
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, May 1, 2020 beginning at 8:30 a.m. – 10:00 a.m. at the Alumni Center.
- 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 Monday, March 23, 2020.
- https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVJsWanN-tRlPqKJ6H0W4sWBUMVdRTVZMMjJCQTJTTkc1S0tNTko0SDRCQi4u