UCRFS Users Group Meeting

Thursday, June 22, 2017
10:30 – Noon
HUB 302 North
Agenda

• Banner Reports - Asirra Suguitan
• Banner Reconciliation  - Asirra Suguitan
• Credit Card Merchant Info  - Asirra Suguitan
• Importance of Making Deposits by Noon on June 28th and Clearing CCRRS  - Asirra Suguitan
• Critical due dates for Fiscal Year Close - Pauline Librenjak
• Accruals & Deferrals - Linda Casteel
• Review Fiscal Year Templates - Jerry Monahan
• Encumbrance Overview - Jerry Monahan
• Accounts Payable Payment Inquiries - Aver Smith
• Asset Management System – Steve Staples
• Questions
Banner Reports

• Presented by Asirra Suguitan, Director of Student Business Services and Cashier’s Office
# Banner Reports

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Title</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRS-MTD</td>
<td>Banner Billing Receivables Month-to-Date Activity Report</td>
<td>Daily report of all transactions posted to Banner by detail code</td>
<td>Used to reconcile Banner feeds in general ledger</td>
</tr>
<tr>
<td>BRS-New-Billed</td>
<td>Banner Billing Receivables new activity</td>
<td>Monthly report of all transactions posted to Banner summed by detailed code and date of feed</td>
<td>Used to reconcile entries posted to Banner against general ledger</td>
</tr>
<tr>
<td>BRS-Outstanding</td>
<td>Banner Billing Receivables - Deposits Outstanding</td>
<td>Monthly report of all charges NOT paid on Banner by detail code and date</td>
<td>Should be reviewed and followed up on for possible charge back</td>
</tr>
<tr>
<td>BRS-PAID</td>
<td>Banner Billing Receivables recently Paid</td>
<td>Monthly report of all charges paid that month</td>
<td>Can be used in conjunction with BRS-Outstanding to monitor charges paid</td>
</tr>
<tr>
<td>CMF-CRS-RCON-(College)</td>
<td>Course Material Fees - Class Fee Reconciliation</td>
<td>Provides summary by course of CMF Fees and detailed list of students assessed once a quarter after 3rd week lapse</td>
<td>Used to reconcile CMF revenue and report to Financial Planning &amp; Analysis (FP&amp;A)</td>
</tr>
<tr>
<td>DETAIL_CODE_LIST</td>
<td>Active Detail Code List</td>
<td>Monthly report of all active detail codes in Banner</td>
<td>Provides ability to search by FAU or detail code</td>
</tr>
</tbody>
</table>
Banner Reports

- Reports listed above are available at:
  - iReport > General Operating > SIS Monthly
Banner Reconciliation

- Presented by Asirra Suguitan, Director of Student Business Services and Cashier’s Office
Banner Reconciliation Fundamentals

- Reconciliations should be completed monthly, or at least once per quarter.
- The Reconciler should be a separate role/user from the Transactor (Banner Dept. Billing role).
- Reconciliation should be documented.
- Reconciliation should be between source system (Banner) details and departmental documentation to support transaction.
  - A cursory review should be done between Banner totals and the UCRFS feeder journal.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<tr>
<td>1</td>
<td>BRS-NEW-BILLED - For May 1, 2017 - May 31, 2017</td>
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<td>RUNDATE: Jun 1, 2017 11:05:51 AM</td>
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<td>2</td>
<td>CATEGORY: B01 - D012015 BUILDING MAINTENANCE</td>
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<tr>
<td>3</td>
<td>DETAIL CODE: SC00 - PHYSICAL PLANT-MISC. SERVICES</td>
<td>FAU: 112679-A01392-ZZZZZZ- ZZ---</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>NAME</td>
<td>ID</td>
<td>DETC</td>
<td>DETC DESCRIPTION</td>
<td>ENT DATE</td>
<td>EFF DTE</td>
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<tr>
<td>5</td>
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<td>SODEXO INC.</td>
<td>N60489153</td>
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<td>PHYSICAL PLANT-MISC. SERVICES</td>
<td>5/11/17</td>
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<td>FAU: R66100-A01328-66131-20---</td>
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<td>DETC</td>
<td>DETC DESCRIPTION</td>
<td>ENT DATE</td>
<td>EFF DTE</td>
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<td>AT&amp;T (Utility)</td>
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# UCRFStotals Query

## UCRFStotals

### Unsaved Query (2 rows in 00:00:48)

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<th>Fund</th>
<th>Function</th>
<th>Cost Ctr</th>
<th>Source</th>
<th>Amount</th>
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<td>1</td>
<td>2017</td>
<td>11</td>
<td>05/10/2017</td>
<td>R66100</td>
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<td>($726.55)</td>
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</table>
Credit Card Merchant Information

• Presented by Asirra Suguitan, Director of Student Business Services and Cashier’s Office
Credit Card Merchant Information

• Credit Card Revenue Reconciliation

• Annual Self-Assessment Questionnaire (SAQ) and Merchant Agreement (ACCMA)
  • Due Friday, 6/23
  • All Credit Card Handlers and Merchant Managers should complete PCI Security Awareness Training on LMS (search “PCI DSS”) by Friday, 6/23

• Submit FAU for PCI-related charges to cashandmerchant@ucr.edu due Friday, 6/23.

• This year, all SAQs are required to be reported to merchant bank (due to new PCI reporting requirements for Level 3 and 4 merchants).
Importance of Making Deposits by Noon on June 28th and Clearing CCRRS

• Presented by Asirra Suguitan, Director of Student Business Services and Cashier’s Office
Importance of Making Deposits by Noon on June 28th and Clearing CCRRS

• Critical that ledgers reflect all FY 2017 activity (to comply with GAAP)

• Cashier’s office requires time to review and address any issues/discrepancies
Upcoming Critical Due Dates for Fiscal Year Close

• Presented by Pauline Librenjak, Assistant Controller
Critical Due Dates for FY Close

• June 22\textsuperscript{nd} - Payroll transfers for bi-weekly pay cycle
  - May Ledger Recons completed, documented in LRSS
• June 26\textsuperscript{th} - Payroll transfers for monthly pay cycle
• June 28\textsuperscript{th} - Cash Deposits due in Cashier’s Office by noon
• June 30\textsuperscript{th} – Accounts Payable - Encumbrance releases
  - Storehouse - Web Recharge - Fleet/Mail/PNR work orders
• July 3\textsuperscript{rd} - Feeder system journal cut-off for FY2017
• July 5\textsuperscript{th} – Accruals/Deferrals due in Accounting
  - FCTs/NCTs/PCTs completed/marked for posting
• July 7\textsuperscript{th} – Temp BEAs completed/marked for posting
Accruals and Deferrals

- Presented by Linda Casteel, Treasury Manager
Why Accrue and Defer?

• To comply with Generally Accepted Accounting Principles (GAAP):
  • expenses for goods and services should be recorded in the fiscal year received
  • 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 materiality thresholds.
Materiality Thresholds

• Materiality thresholds relate to the significance of transactions contained in the campus general ledger and reported to UCOP for the UC financial statements.

• Individual transactions should be evaluated for accrual/deferral based on the dollar thresholds listed on the next slide. The materiality threshold increases as the closing process and year-end financial audit nears completion.

• As soon as a potential item is identified, the accrual/deferral should be communicated to Accounting.
Accruals and deferrals are not common for most departments, but all large transactions should be examined/evaluated to ensure the integrity of our campus financial statements.

*Please note: Materiality threshold dates were revised June 6, 2017*
Note that the **ACL source code entries** net to zero between fiscal years.

The new year transactions associated with the **ATP source code** net to zero with the new year ACL reversal, recording the expense in the old year.
*Note that the ACL source code entries net to zero. The transactions on the 6/30 ledgers net to zero, recording the expense in the new fiscal year.
Accrual/Deferral Templates

- Presented by Jerry Monahan, General Accounting Supervisor
Template Access and Review

http://accounting.ucr.edu/general/index.html#fiscal3
Encumbrance Overview

• Presented by Jerry Monahan, General Accounting Supervisor
Tools for Encumbrance Review

• Encumbrance Helper Report
  o Available via R’S’Space under “Tools”
  o Click on the “UCRFS Online Reports Page”
Tools for Encumbrance Review

• The HTML version of the report is particularly helpful because it identifies why Purchase Orders are not eligible for the PO Recon process.

• When you click on the “No” in the “PO Recon Eligible” column, it brings up the reason(s) why the PO is not eligible for the PO recon process.
Tools for Encumbrance Review

• The Encumbrance support site “Problems and Issues” section contains useful instructions for resolving issues, such as:
  • Adjusting a PO to enable the PO Recon process
  • Tips to clear encumbrance balances
• [http://cnc.ucr.edu/encumbrances/](http://cnc.ucr.edu/encumbrances/) or via Rspace Tools portlet under “Encumbrance Tools & Tips”
Important Tips

• Before releasing any Encumbrances, please ensure all invoices/payments have been processed/paid against the PO.
  • Once a PO is reconciled, no other payments can be processed against the PO.

• Reason 6 – Why a PO is not eligible for PO Recon: POs with an Encumbrance balance remaining for future freight, please process a change order to update the FOB term to “Not Applicable”.

• POs with both a positive and negative Encumbrance for same amount need to be corrected via a Change Order.
Important Tips (cont’d)

• If the amount of the PO agrees to the amount paid on the PO per the payment history (can be viewed in eBuy), BUT for some reason the Encumbrance did not clear, send a request to Accounting to clear the Encumbrance.

• Email your request to: jerry.monahan@ucr.edu
Accounts Payable – Payment Inquiries

• Presented by Aver Smith, Accounts Payable Supervisor
Invoice Payment Inquiries

• Users can obtain payment information from the UCR Financial System (UCRFS)

• The UCR Financial System contains several Inquiry pages relating to Accounts Payable

• These inquiry pages contain information that can be useful when:
  • Determining vendor/employee payment status
  • Reconciling ledgers

• The Accounts Payable Inquiry option is available in the UCR Financial System
Authorized users can access the UCR Financial System in the Authorized Applications section of R’Space.
Invoice Payment Inquiries (Cont’d)

- To inquire on voucher payment status
Invoice Payment Inquiries (Cont’d)

- Voucher Inquiry page allows you to search by:
  - Voucher ID
  - Invoice number
  - Vendor number
  - Date range
Invoice Payment Inquiries (Cont’d)

- Inquiry on the voucher ID number will provide:
  - Invoice number
  - Invoice Date
  - Vendor ID
  - Invoice Amount

- Click the Payment Information icon to obtain payment status
Invoice Payment Inquiries (Cont’d)

• Payment status page will provide the following payment details:
  • Payment Reference ID
    ▪ Check number
    ▪ Wire
    ▪ EFT
  • Payment Date
  • Payment Amount
  • Payment Status
Invoice Payment Inquiries (Cont’d)

• To obtain additional information about the payment such as:
  • Address sent
  • Payment method
  • Vouchers included on the payment
• Click the Payment Reference ID link
Invoice Payment Inquiries (Cont’d)

- Payment Inquiry page will display the payment reference number associated with the payment method listed.
  - If payment method is check the payment ID displayed is the check number
  - If payment method is EFT the payment ID displayed is the EFT reference number
Invoice Payment Inquiries (Cont’d)

Information associated to the payment is displayed, such as:

- Vendor Address
- Voucher ID
- Invoice Number
Invoice Payment Inquiries (Cont’d)

A list of payments can also be obtained by going directly into the payment inquiry page.
Invoice Payment Inquiries (Cont’d)

• Inquiry on a payment by entering search criteria:
  • Vendor name
  • Date range
• Click Search to obtain a list of payments to the vendor
• The Payment Reference ID link will take you to the Vouchers For a Payment page
Invoice Payment Inquiries (Cont’d)

- This page will provide information associated with the payment such as:
  - Vendor Address
  - Payment Reference ID
  - Payment Date
  - Vouchers
  - Invoices
Rspace Video Tutorials

• Accounts Payable Inquiry, Purchase Orders - What's New, What's Different
• Accounts Payable Inquiry, Payments - What's New, What's Different
Asset Management System

• Presented by Steve Staples, Equipment Manager
What is the Asset Management System?

• Interim solution to replace the Equipment Management System (EMS)

• What are the reasons for replacing?
  • EMS is a 40+ year old IBM Mainframe system
  • User access and reporting are difficult

• What are the benefits?
  • Web based
  • Single sign-in (CAS)
  • Access assigned via EACS
  • R’Space Authorized Applications
  • Increased transparency and easier access to information
  • Integration with FMS (Facilities Management System)
  • Ability to add comments and attachments
Equipment Management System (EMS)

Asset Management System (AMS)

The AMS is live as of 6/19/2017 and is accessible via R’Space once a role is allocated within the EACS
What is the Asset Management System?

• What are the functions of the system?
  • Campus wide database of Inventorial Equipment records
  • Ensures compliance with federal regulations
  • Assist with generating property close-out reports
  • Processes departmental request for equipment dispositions and transfers (EIMR’s)
  • Verifies and tracks departmental completion of annual inventory requirements

• Please note the AMS will have a phased implementation
  • Additional roles and functions will be added over time for a variety of University functions
Asset Management System Roles

• **Department Role**

  • **Department Custodian (Equipment Custodian):**
    
    • Ability to view asset records associated with their designated accountability structures
    
    • Modify select record fields
      
      • serial numbers, location, condition, usage, and assigned user
      
      • attach documentation/photos
      
      • request equipment dispositions/transfers
    
    • Submit inventory verification entries for Annual Inventory and biennial Physical Inventory.
FY2017 Equipment Inventory

• SAA’s will need to designate the Department Custodian (Equipment Custodian) as soon as possible

• Inventory is due on **7/7/2017** for all departments
  • All assets records must be up-to-date
  • If a biennial Physical Inventory is due all assets must be physically located by department
  • All EIMR’s for dispositions and transfers should be submitted prior to inventory verification
Online AMS User Guide

• A comprehensive online AMS Guide is available at: http://bfs.ucr.edu/equipment/amsguide_home.html

• The presentation for the two training sessions that were held on 6/19/2017 and 6/21/2017 is also available on the above link
Asset Management System Launch

• Initial AMS stability issues were promptly resolved

• Department feedback is important and will be prioritized for future enhancements.

• Suggestions under consideration:
  • Cost Center Data
  • EMS Legacy Location Data (for Excel Exports)
  • Inquiry AMS Roles

• Please send any questions or feedback on the AMS or the FY2017 inventory verification process to amsfeedback@ucr.edu
Questions

Thank you for attending today’s Users Group meeting