UCRFS Users Group Meeting

Thursday, October 26, 2017
10:30 – Noon
Alumni & Visitors Center
Agenda

• Composite Employee Benefits – Matt Hull
• UCPath Default Department FAUs – Bobbi McCracken
• Intercampus Order/Charge (IOC)
• Interlocation Transfer of Funds (ITF) – Jerry Monahan
• Using the Appropriate GL Account Numbers for Inventorial Equipment vs. Non-Inventorial Equipment - Jerry Monahan
• CASHNet eMarkets – Asirra Suguitan
• Banner Reports – Asirra Suguitan
• UCRFS Totals and SIS Drilldown– Rhonda High
Composite Employee Benefits

Presented by Matt Hull,
Associate Vice Chancellor of Financial Planning and Analysis
October 2017
Review of CBR

Employer-paid benefits are pooled into one rate (taxes, retirement & health)

Consistent method of charging benefit costs to all activities

Rates based on common Employee Groups throughout UC with some flexibility to establish campus-specific groups

All components of pay (except for certain bonuses, incentives) are charged the same %

No change to employee-paid portion of benefits

While the overall cost of benefits to UCR will not change, there will be differential impacts across campus; for some it will be positive, for others it will be negative
Benefits of CBR

✓ Easier to budget employee benefit costs

✓ Aligning hiring incentives such that employee life situations do not impact employee benefit costs and less variability in actual costs when an employee does have a life change

✓ Reduction in benefit related expense accounts resulting in less “clutter” in the General Ledger thus eliminating unnecessary work through the simplification of costs transfers and ledger reconciliation

✓ Increased transparency in the benefit rates (e.g., benefits rates will be available in SuperDOPE)

✓ Vacation accrual rates will be simplified (3 rates versus multiple rates based on vacation hours earned) and consistently applied (e.g., accrual will continue even if employee at maximum thus eliminating the incentive to under report).
Background on CBR

UC’s Current Payroll System

• **SALARIES**- charged to fund(s) on % of effort

• **BENEFITS**- charged based on detailed rates (hundreds of rates)

UC Path

• **SALARIES**- no change

• **BENEFITS**- charged based on a CBR with a limited # of employee groups (Salary x Rate)

**CBR System-wide Principles**

• Equity between campuses

• 10 Employee Groups with option to create 4 campus specific groups or combine Employee Groups
Various benefits fields will collapse into a single CBR

- Health
- Dental
- Vision
- Worker’s Compensation
- Disability
- OASDI
- Medicare
- OPEB
- Employee Support Program
- Life Insurance
- Retirement
- Unemployment Benefits

**What is not included in CBR?**
Accrued vacation leave, Tuition remissions, Graduate Student Health Insurance (GSHIP), and GAEL.
Most large research universities utilize CBR for charging benefits to funds

✅ UC Davis - 10 rates

✅ Harvard - 10 rates

✅ Caltech - 1 rate

✅ USC - 3 rates

✅ UC Riverside – 11 rates

✅ UC Berkeley - 4 rates

✅ University of Wisconsin - 8 rates

✅ University of Illinois - 6 rates

✅ Ohio State University - 7 rates
### UCR CBR Groups and Rates

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<tr>
<th>Employee Class</th>
<th>FY 2018 Rate</th>
<th>FY 2019 Rate</th>
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<tr>
<td>Faculty</td>
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<td>Faculty Summer</td>
<td>10.9%</td>
<td>11.2%</td>
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<td>Food-Custodian-Grounds *</td>
<td>70.4%</td>
<td>73.5%</td>
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<td>HSCP Faculty</td>
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<tr>
<td>No Benefit Eligibility</td>
<td>4.2%</td>
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<tr>
<td>Other Academic</td>
<td>40.6%</td>
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<td>Partial Benefit Eligibility</td>
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<td>Post Doc</td>
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<td>Staff Non-Exempt</td>
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<tr>
<td>Student</td>
<td>1.8%</td>
<td>1.8%</td>
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* Campus Specific Rate*
CBR Key Conversations to Date

• Academic Senate Chair

• Academic Senate Executive Council

• Academic Senate Committee on Planning and Budget

• Vice Chancellor for Research and Economic Development

• Chancellor and Executive Vice Chancellor and Provost

• CFAOs
UCR CBR impacts mitigation plans

While the overall cost of benefits to UCR will not change, there will be differential impacts across campus; for some it will be positive, for others it will be negative.

**General/Core Funds**

*Mitigation:* Pull savings centrally & reallocate

**Contracts and Grants**

*Mitigation:* Provide cash for impacts greater than $5k or 5%

**Other Fund Groups**

*Mitigation:* All other funding sources will need to adjust budgets to accommodate the impact of moving to CBRs.
What mitigation strategies did UCB and UCD use?

- **No Mitigation for Impacts on Core Funds**
- **Contract and Grant Funds**
  - UC Berkeley – 5% of the Project Budget and impact must be >$1,000
  - UC Davis – 5% of the Project Budget or $5,000
UC Path
Default Department FAUs

Presented by Bobbi McCracken,
Associate Vice Chancellor of Business & Financial Services and Controller
Default Department FAUs

• Common Fund 69993: UCPATH DEF SUSP EDIT ERROR

• Error Types and Expense Accounts
  • 503910 - ACCTG USE ONLY DEPT DEF FAU
    • The Department Level Funding is the primary FAU used when no funding exists at the position or position pool (i.e. workstudy) levels.
  • 503920 - ACCTG USE ONLY SUSPENSE
    • The Suspense is the secondary FAU used when no funding exists at the department, position or position pool (i.e. workstudy).
    • The Suspense will be applied when a distribution line is associated with an expired Funding End Date and no new effective-dated funding row exists (Note: UCR does not plan to use Funding End Date).
  • 503930 - ACCTG USE ONLY EDIT ERROR
    • The Edit Error FAU will be used when any value associated with an FAU combination is inactive at time of the pay compute.
Default Department FAUs

- Listing sent to each Org CFAO to confirm activity and function to be used for Department Default, Suspense and Edit Errors
  - Listing based on activity and function with highest dollar payroll expense by Department in FY2017
  - Response will be due by 11/1/17
- Responsibility for corrections still under discussion
Intercampus Order and/or Charge (IOC)

- Presented by Jerry Monahan, General Accounting Supervisor
IOC–Intercampus Order and/or Charge

• Recharge or Reimb of Expense between UC campuses or between a UC campus and UCOP
  • Recorded to ACTUALS ledger
  • Source Code IRC
  • Two types: Initiating and Responding
  • The campus receiving the credit needs to initiate the IOC

• The IOC must include the FAU the other UC campus wants to charge (Note: Their FAU format may differ from UCRs)
  • GA’s goal is to process journal entries into UCRFS for IOCs within 5-7 business days of receipt of the IOC
  • Send IOC forms for UCR initiated IOCs to ioc@ucr.edu
A new IOC is available on Accounting’s website under Forms/General Accounting
IOC Form

Review of the IOC form and Examples
Interlocation Transfer of Funds (ITF)

• Presented by Jerry Monahan, General Accounting Supervisor
ITF-Interlocation Transfer of Funds

- A budget transfer between UC campuses or between a campus and UCOP
- Recorded to PERM or TEMP ledgers
- Source Code ITF
- UCR can only initiate ITFs transferring budget from UCR to another UC campus.
- OP’s cutoff – six business days before the end of the month. For example, the last day we could process ITFs for Oct 2017 was 10/24. Accounting needs ITF requests at least three business days before this cutoff.
- The other UC campus’ FAU does matter – the transfer must be between like Funds
- Processed through UCOP’s ITF System, and the BEAs are fed and posted into UCRFS the first business day after the end of the month.
- Send ITF forms for UCR initiated ITFs to itf@ucr.edu
• An updated ITF is available on Accounting’s website under Forms/General Accounting
ITF Form

Review of the ITF form and Examples
Appropriate GL Account Numbers for Inventorial vs Non-inventorial Equipment

- Presented by Jerry Monahan, General Accounting Supervisor
GL Account Numbers for Inventorial Equipment vs. Non-Inventorial Equipment

UC’s Equipment Capitalization Guidelines

• The equipment must be acquired for use by the University, and not for investment or for resale.

• The equipment must have an estimated useful life greater than one year

• The cost of the equipment is $5,000 or more

• For determining the total cost of the equipment include: cost of the equipment, accessories needed to make the equipment usable, installation, freight, taxes, and insurance to cover the equipment while in transit.

Regarding freight - To include “Freight” as part of the cost of the equipment it must be billed on the same invoice as the equipment. If the freight is billed separately, it should not be included unless it represents a significant cost in the acquisition of the equipment.
GL Account Numbers for Inventorial Equipment vs. Non-Inventorial Equipment

Equipment that meets the capitalization criteria is referred to as Inventorial Equip and the primary account numbers used for recording these expenses are:

803130 – Equip, Compt
803170 – Equip, Non-Cmpt Equip

For a complete list of inventorial equipment account numbers, please refer to the account numbers listed under BC60 in the UCRFS Golden Tree Viewer
GL Account Numbers for Inventorial Equipment vs. Non-Inventorial Equipment

Equipment that does not meet the capitalization criteria is referred to as Non-Inventorial Equipment and the primary account numbers used for recording these expenses are:

- **720200** – Equip, Non-Inv/Comp $200-1499
- **720205** – Equip, Non-Inv/Comp $1500-4999
- **770200** – Comp Equip, Non-Inv $200-1499
- **770205** – Comp Equip, Non-Inv $1500-499

For a complete list of Non-inventorial equipment account numbers, please refer to the account numbers listed under BC41 & BC46 in the UCRFS Golden Tree Viewer.
CASHNet eMarkets
New Campus Gateway and on-demand web storefronts

• Presented by Asirra Suguitan, Director of Student Business Services
What is Cashnet?

• Cashnet replaced Growl for Student Self-Service payments and billing presentment.

• Cashnet will also replace the SecurePay/Cybersource campus gateway for web ecommerce merchants, targeted for conversion by 12/31/2017.

• In addition, Cashnet also offers new options for campus web merchants that allow for rapid deployment and lower development costs.
Cashnet eMarkets

Checkout eMarket
- Gives dept. complete control over the online store experience via a custom-built website
- Primarily targeted for higher volume and/or third-party hosted solutions.
- Moderate-to-high technical skills required; likely to require IT involvement.
- BAMS-issued Merchant ID with varying rates, typically less than 2.75%
- Annual PCI DSS Validation Required

Storefront eMarket
- Complete store on a single site, hosted entirely on CASHNet’s servers
- Primarily targeted for rapid deployment and lower-volume sites
- Low technical skills required, with most changes done in a web-based GUI interface
- BAMS-issued Merchant ID with varying rates, typically around 2.75%
- Annual PCI DSS Validation Required
Questions?

CashandMerchant@ucr.edu
Banner Reports

• Presented by Asirra Suguitan, Director of Student Business Services
# 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 to 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>
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<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>
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<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>
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# Banner Reports

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Title</th>
<th>Description</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>CMF-RT-xxxx</td>
<td>CMF Rate Report per Org</td>
<td>Provides rate of CMF Fees by college, course (including cross-listed), corresponding Detail Code, and FAU</td>
<td>Used to confirm CMF rates, course assignments and FAUs prior to assessment</td>
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<tr>
<td>CMF-CRS-RCON-xxxx</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>
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<tr>
<td>TUI-FEE-RT</td>
<td>Fee Assessment Rules Table</td>
<td>Provides complete list of Tuition and Fee (incl. referendum and professional) rates that will be assessed in the subsequent quarter’s fee assessment</td>
<td>Used to confirm TUI and FEE assessment rules and FAUs prior to assessment</td>
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</table>
Banner Reports

- Review of several sample reports
  - iReport Folder: *General Operating Reports > SIS Monthly Activity*
    - **CMF-RT-xxxx**
      - CMF Rate Report per College (i.e., ARC, BCOE, CHASS, CNAS, SOBA)
    - **CMF-CRS-RCON-xxxx**
      - CMF Course Reconciliation Report per College
    - **BRS-NEW-BILLED**
      - Daily Report of new charges billed in Banner
    - **BRS-OUTSTANDING**
      - Daily report of outstanding (unpaid) charges in Banner
Banner Reports

- Navigating iReport (ireport.ucr.edu)
 Banner Reports

**CMF-RT-xxxx**: CMF Rate Report per Org (CNAS as example)

<table>
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<tr>
<th>ACADEMIC PERIOD</th>
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**DEPARTMENT DESC**: Natural and Agricultural Sci

**DEPARTMENT DESC**: Biochemistry

**DEPARTMENT DESC**: Biology
Banner Reports

**CMF-CRS-RCON-xxxx**: CMF Course Reconciliation Report per Org (CNAS as example)

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<th>DEPT</th>
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**Course Detail As of: Oct 17, 2017 9:59:11 AM**

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<th>NAME</th>
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**Banner Reports**

**BRS-NEW-BILLED:** Daily Report of new charges billed in Banner

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<th>A</th>
<th>B</th>
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<td>BRS-NEW-BILLED - For Sep 1, 2017 - Sep 30, 2017</td>
<td>RUNDATE: Oct 1, 2017 8:09:37 AM</td>
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<td><strong>Please Choose a Category</strong></td>
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<tr>
<td>CSH</td>
<td>Cash, Check, Credit Card</td>
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<tr>
<td>INS</td>
<td>Installment Charges/Payments</td>
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<td>Transcript Charges</td>
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**CATEGORY: TRN - Transcript Charges**

<table>
<thead>
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<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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<td>RUNDATE: Oct 1, 2017 8:09:37 AM</td>
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<td>TRANSCRIPT FEE</td>
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<td>FR01 - Total</td>
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<td>Overall - Total</td>
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<td>($10649.00)</td>
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<td>Overall - Count</td>
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<td>Oct 1, 2017</td>
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<td><strong>8:09:37 AM</strong></td>
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</tbody>
</table>
Banner Reports

**BRS-OUTSTANDING**: Daily report of outstanding (unpaid) charges in Banner

![Excel screenshot of BRS-OUTSTANDING report]

- **Categories**: 1AA, 1AC, 1AD, 1AE, 1AF, 1AI, 1AK, 1AL
- **Date**: Sep 30, 2017
- **Rundate**: Oct 1, 2017
- **Details**: Show a sample of transactions with account numbers and amounts.
Banner Reports

- **FY2018 Reconciliation Updates (YTD)**
  - September Month-End iReports were out of sync with Banner GL feed
    - Month-end iReports contained transactions from 9/1/2017-9/30/2017
    - Banner GL Feed and related UCRFS Totals SIS Query Details contained transactions through 9/29/2017 only.
    - 9/30/2017 Banner transactions were fed in the 10/2/2017 GL feed and will be an outstanding reconciling item for September, but will correct itself in October.
  - **BRS-NEW-BILLED**
    - Several months’ worth of reports had an error (not all data was reported), and corrected reports were recently posted to iReport.
Banner Reports

- Additional Resources
  - For questions and support, SBS can be contacted via sbsadmin@ucr.edu.
  - Previous User Group presentation materials at http://accounting.ucr.edu/ugmtgs.html
UCRFS Totals and SIS Drilldown

• Presented by Rhonda High, Assistant Director of Student Business Services
UCRFS Totals and SIS Drilldown

- UCRFS Totals supports drilldown into details for SIS journals.
  - This is a quick way to access the details from the normal “Query” tab in totals, that doesn’t require use of the “SIS Query” tab.
  - In addition to selecting preferred “Standard Fields” output, also make sure to include the following fields:
    - “Source” under Journal Info
    - “Journal ID” under Transactional Info
    - “Pan Journal Line” under Transactional Info.
UCRFS Totals and SIS Drilldown

After query is run, hover your mouse cursor over the “Line #” field to view the SIS Details.
UCRFS Totals and SIS Drilldown

On the “SIS Journal Information” pop-up, click on “View in Grid” for it to open in its own query tab, where users can export it, if desired.
Questions
Thank you for attending today’s UCRFS Users Group Meeting

• We welcome your feedback and would appreciate your taking this short survey by clicking on this link which will remain open through November 15th:

  • https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVEtsbWuOrYNAAo7gHdjTh-yZUM0U0RlpYRIFLSIM5TTFPUVFMjNZMDVFQj4u