

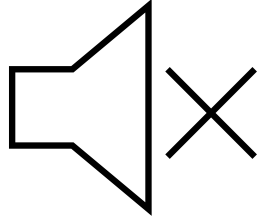


Fiscal Year-End Close Workshop 2025

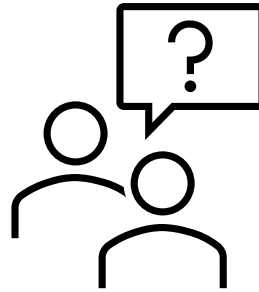
Accounting & Fiscal Services

UCI Division of Finance and Administration | With U • For U

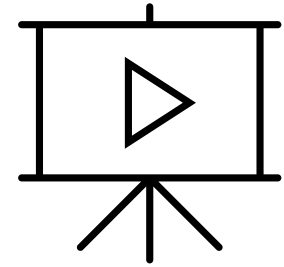
Housekeeping



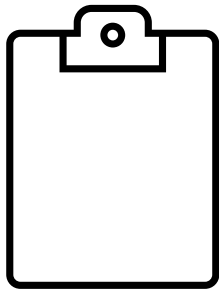
Keep microphones
muted



Ask questions using
the chat



Slides and recording
will be uploaded to
Accounting website



Please respond to our
short post-meeting survey!

Agenda

- Introduction – Barry Oh
- Accounting Highlights – Sheralin Klinthong
- Fiscal Close Overview – EJ Tito
- Fiscal Closing Transactions –Trang Tran & EJ Tito
- Accounts Payable, Disbursements & Travel – Tanya Harris
- Encumbrances & Purchasing – Melissa Lee
- Payroll – Tammy Maciel
- UCPATH – Andrea Garrison
- Contracts & Grants – Alice Han
- Decision Support – Su Chen
- Sales and Services Units Auxiliary Enterprise – Trang Tran
- Questions

Accounting Highlights

Sheralin Klinthong

Accounting Highlights

Compliance, Transparency, and Data Integrity



1 **Financial Reporting Alignment**

- Between internal and external reporting needs
- Address financial information inconsistencies
- Giving stakeholders the right information to make informed decisions



2 **Transparency**

- Reports that provide clear and complete picture of financial position
- Financial data is available in a way that is easy to understand



3 **Account Reconciliation**

- Promote accuracy and consistency of financial data
- Identify common causes of accounting errors...prevent recurrence
- Establish accountability (central vs. departmental)



4 **Resolve Accounting Issues**

- Coordinated effort with departmental units
- Implement corrective measures
- Process updates

Accounting Highlights – GASB & Uniform Guidance

GASB No. 101 *Compensated Absences*

- 1 **Effective July 1, 2024**
- 2 Increase liability for compensated absences if leave meets GASB 101 criteria
 - Leave is attributable to service already rendered
 - Leave accumulates
 - Leave is more likely than not to be used for time off or otherwise paid or settled
- Benefits expense centrally accrued using a factor applied against unused leave
- Financial reporting impact – restatement and increased disclosures
- No impact to departmental units, non-cash transaction, no budget impact, booked centrally

Uniform Guidance 2024 Revision

- 1 **Effective October 1, 2024**
- 2 Capitalization threshold increase from \$5K to \$10K – Tentative implementation date of 7/1/2026

Accounting Highlights — Upcoming Accounting Pronouncement Changes

GASB No. 103

Financial Reporting Model Improvements

- 1 **Effective July 1, 2025**
- 2 The Statement establishes new accounting and financial reporting requirements or modifies existing requirements related to Management's discussion and analysis, unusual or infrequent items, presentation of proprietary fund statement of revenues, expenses, and changes in fund net position, information about major component units in basic financial statements, budgetary comparison information and financial trends information in the statistical section.
- 3 University is evaluating the full effect on the UC Financial Statements.

GASB No. 104

Disclosure of Certain Capital Assets

- 1 **Effective July 1, 2025**
- 2 The Statement establishes requirements for capital assets that are held for sale. A capital asset is a capital asset held for sale if (1) the government has decided to pursue the sale of the asset and (2) it is probable the sale will be finalized within a year of the financial statement date. A government should disclose the historical cost and accumulated depreciation of capital assets held for sale, by major class of asset.
- 3 University is evaluating the full effect on the UC Financial Statements.

Fiscal Close Overview

EJ Tito

What is Fiscal Close?

Fiscal Close is the Process of:

- Ensuring that financial data is complete and accurate for the fiscal year
- Organizing the campus financial records for inspection by auditors
- Creating the financial statements, which are consolidated with the other UC campuses into the systemwide annual financial reports for the Regents and the public

UC Financial Report

University of California System - Campuses and Medical Centers Revenues by Source by Campus For Fiscal Years 2024

<i>(in thousands of dollars)</i>	Berkeley	Davis	Irvine	Los Angeles	Merced	Riverside	San Diego	San Francisco	Santa Barbara	Santa Cruz	Systemwide & ANR	DOE Labs	Total
Student Tuition and Fees	\$1,099,374	\$ 813,444	\$ 638,765	\$ 990,330	\$ 90,018	\$ 352,453	\$ 834,645	\$ 47,658	\$ 506,118	\$ 286,242	\$ 4,403		\$ 5,663,450
Grants and Contracts, net: Federal	530,849	578,377	433,612	947,978	85,118	171,521	1,123,516	1,017,316	195,403	143,782	22,840		5,250,312
Grants and Contracts, net: State	126,904	136,299	34,677	166,963	(13,817)	35,716	123,000	158,013	10,151	13,569	65,965		857,440
Grants and Contracts, net: Private	253,009	256,944	151,718	388,994	8,658	56,255	487,248	566,858	72,942	45,541	24,132		2,312,299
Grants and Contracts, net: Local	7,002	9,488	3,720	97,936	1,435	4,039	23,631	313,611	2,029	2,326	7,839		473,056
Medical Centers ¹		4,146,121	2,433,558	4,181,003			3,730,305	7,631,514					22,122,501
Educational Activities	132,728	327,418	644,715	3,454,941	629	40,420	1,174,458	336,564	9,658	43,423	22,742		6,187,696
Auxiliary Enterprises	219,285	125,381	302,769	538,072	53,264	123,413	274,338	68,785	167,118	137,740	8,018		2,018,183
Department of Energy Laboratories												1,190,174	1,190,174
State Educational Appropriations	540,926	540,731	411,320	670,471	263,071	417,108	572,102	271,721	297,043	279,562	449,588		4,713,643
Direct Government Grants	—	951	—	—	—	—	920	3,270	—	—	—		5,141
Private Gifts	455,017	133,109	60,426	417,285	986	18,054	369,380	450,477	68,023	20,330	30,479		2,023,566
Investment Income	322,734	169,876	134,770	435,720	13,988	31,535	159,267	323,974	13,870	32,077	(824,417)		813,394
Other Revenues ²	150,702	393,629	56,183	474,602	18,332	243,478	76,491	53,760	104,405	29,550	517,467		2,118,599
Total Revenues	\$3,838,530	\$7,631,768	\$5,306,233	\$12,764,295	\$521,682	\$1,493,992	\$8,949,301	\$11,243,521	\$1,446,760	\$1,034,142	\$ 329,056	\$1,190,174	\$ 55,749,454

¹ Includes State Hospital Fee Grants received by medical centers.

² Systemwide & ANR include UC Press, California Digital Library, patents revenue and campus assessments for asset management, benefits administration and risk management.

Source: [UC Revenue and Expense Trends](#)

UC Financial Report

University of California System - Campuses and Medical Centers Expenses by Function by Campus For Fiscal Years 2024

<i>(in thousands of dollars)</i>	Berkeley	Davis	Irvine	Los Angeles	Merced	Riverside	San Diego	San Francisco	Santa Barbara	Santa Cruz	Systemwide & ANR ¹	DOE Labs	Total
Instruction	\$1,093,098	\$1,328,614	\$1,169,259	\$ 3,718,678	\$ 98,746	\$ 423,335	\$1,181,971	\$ 347,515	\$ 457,118	\$ 281,281	\$ 245,996		\$ 10,345,611
Research	777,769	925,960	416,202	1,191,241	61,151	213,864	1,291,762	1,403,023	275,923	200,541	232,375		6,989,811
Public Service	114,339	180,502	17,541	265,002	10,021	13,116	45,073	290,932	17,159	60,440	185,361		1,199,486
Academic Support	148,916	325,491	370,362	1,399,101	37,874	102,199	1,354,276	517,720	115,817	73,065	186,491		4,631,312
Student Services	369,224	212,461	137,363	242,811	48,071	166,642	265,127	34,274	120,667	130,882	46,481		1,774,003
Institutional Support	464,603	53,888	134,722	387,791	81,118	89,545	164,904	368,004	30,040	56,611	529,338		2,360,564
Operation & Maintenance of Plant	153,841	794,960	85,528	144,864	43,602	91,951	63,786	127,217	71,659	62,293	22,329		1,662,030
Student Financial Aid	209,929	127,147	99,337	178,467	18,919	75,530	47,884	15,931	111,571	36,038	7,650		928,403
Medical Centers		2,802,908	2,273,143	3,534,859			3,344,776	6,752,114			135,816		18,843,616
Auxiliary Enterprises	184,076	90,463	152,965	497,780	69,663	118,572	227,479	43,684	137,958	128,955	22,721		1,674,316
Depreciation & Amortization	271,876	590,570	316,521	574,600	87,619	115,359	464,293	473,514	96,422	83,877	127,415		3,202,066
Interest Expense	90,564	154,846	157,548	199,049	42,531	39,492	211,765	236,072	40,025	31,959	21,853		1,225,704
Department of Energy Laboratories												\$1,146,576	1,146,576
Other Expenses	17,342	38,346	18,092	5,618	9,931	(26,039)	35,263	17,689	5,794	12,013	(188,415)		(54,366)
Total	\$3,895,577	\$7,626,156	\$5,348,583	\$12,339,861	\$609,246	\$1,423,566	\$8,698,359	\$10,627,689	\$1,480,153	\$1,157,955	\$ 1,575,411	\$1,146,576	\$ 55,929,132

¹ Includes OPEB and pension accruals as well as expenses related to systemwide programs (Agriculture & Natural Resources, UC Press and California Digital Library) and UCOP activities.

Source: [UC Revenue and Expense Trends](#)

Responsibilities

- **Departments** and their coordinating points are responsible for seeing that all income and expense is recorded accurately and that all accounts close in a solvent condition
- The **Accounting Office** is responsible for consolidating data, preparing year-end reports and statements for OP and producing the final ledger. Closing instructions are provided by UCOP, in addition to internal deadlines



Reminders for 2024-25 Fiscal Close



Review campus fiscal close letter



Key due dates this year are similar from prior year



Recharge income budgeting is **OPTIONAL**



PREQs will post to the GL when fully approved



Accruals and deferrals guidelines



UCPath Deadlines. Contact EEC for transactor questions

Key Fiscal Year-End Dates

- **July 8** – Recharges due (IB, SB, and GL Feeders)
- **July 8** – June Dept. Preliminary General Ledger
- **July 15** – Period 12 Closes

Certain non-final docs will be canceled (GEC, BA, BAT, YEDA, AVs) after the deadline.

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 ~ Holiday ~ 4 th of July	5
6	7	8 Preliminary GL	9	10	11	12
13	14	15 Period 12 Close	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

- **August 1** – June (FY24-25) Final
Subject to change depending on receipt of STIP JE from OP.
- **August 7** – July (FY25-26) Close

Fiscal Close: What to Expect

Trang Tran

Keep in Mind These Important Dates

Date (Time)	Deadline
June 30	TouchNet Marketplace Transactions (received payment from registration/outside)
June 27 (12 p.m)	Deposits: COD (Campus Online Deposit)
June 27 (12 p.m)	CCR (Credit Card Receipt) and CR (Cash Receipt system-MC)
June 27 (12 p.m)	Last day for CBSO (Campus Billing System online) Invoices
June 27 (12 p.m)	Last day for KFS A/R Invoices
July 1 (5 p.m)	Last day to initiate KFS Maintenance Changes <ul style="list-style-type: none"> Resumes July 31
July 9 - July 15	Accruals/Deferrals (YEDA) <ul style="list-style-type: none"> Requires ad-hoc approval to MAABO. If MAABO initiates the YEDA, MAABO needs to ad-hoc the document to their supervisor for 2nd department approval.
June (final week)	Action List Reminder/Daily E-mail

Account Global: Close Multiple Accounts

GLOBAL ACCOUNT MAINTENANCE

NEW

Fiscal Officer Principal Name:

Account Supervisor Principal Name:

Account Manager Principal Name:

Labor Benefit Rate Category Code:

Closed Indicator :

☐

EDIT LIST OF ACCOUNTS

NEW ACCOUNT

Look Up/Add Multiple Account Lines

* Chart Code:

* Account Number:

Account Name:

See the [Account Global Guide](#) for more information.

Final Deadline for AD & DI Documents

- **July 8 @ 8:00 pm** is the last day for the following KFS documents for fiscal period 12:

Advanced Deposit (AD)

Distribution of Income and
Expense (DI)

Final Deadline for Campus Departments

- **July 15 @ 5 p.m.** is the last day for fiscal period 12 FINAL KFS initiated documents:

Adjustment/Accrual
Vouchers (AV)
(Formerly Auxiliary Voucher)

General Error
Corrections (GEC)

Budget Adjustment and
Budget Appropriation
Transaction (BAs & BATs)

Year-End Department
Accrual (YEDA)
Available **July 9 - 15**

Credit Balances on Expense Objects

- Beginning now, departments should start reviewing their object codes for any credit balances.
- Using the Object Code Balance Report and selecting Credits Only, you will be able to return a list of all credit objects.
- Departments cannot close the fiscal year with a credit balance in an object code for year-to-date (non-C&G) accounts.
- Contact General Accounting if assistance is needed.

Intercampus Expense Transfers (ICT)

Due to General Accounting
by 4 p.m. on June 30

Submit the ICT as early as you can

Trang Tran

ICT eDoc: UC Campus Tab

INTERCAMPUS TRANSFER DETAILS

INTERCAMPUS TRANSFER DETAILS

* Type of Transfer : Expense (EXP)

UC CAMPUS

NOTIFICATION DETAILS

UC Campus Department : University of California, Riverside

UC Campus Contact : Sydney I. Glassman

UC Campus Contact Phone : 951-827-6727

Email Body : UCI GRATH APR 2023 billing, GRTH invoice - 3767693 Sydney I. Glassman sydney.glassman@ucr.edu Maria Ordonez
In Addition to Explanation mordonez@ucr.edu FAU 22995-A01094-NWSG

UC Campus FAU : FAU 22995-A01094-NWSG

Response Only :
Accounting Use Only No

Email Timestamp : 05/09/2023 08:50 PM

ICT eDoc: Accounting Lines

Email Timestamp :

ACCOUNTING LINES

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT		
1 IR UC IRVINE	OS11460 729085-66189 ... ISUP-OTHER	MA Mutual Aid	3683 INTER RCHG CR...		MAUCI MUTUAL AID	MAUCSB	(18,377.44)	MA- UCSB I	UCSB - S
							TOTAL: (18,377.44)		

UCOP - "E-OP" UCOP Financial Contrl (Over \$50k)
UCBK - Berkeley Financial Control
UCSF - San Francisco Financial Control
UCDV - Davis Financial Control
UCLA - Los Angeles Financial Control
UCRI - Riverside Financial Control
UCSD - San Diego Financial Control
UCSC - Santa Cruz Financial Control
UCSB - Santa Barbara Financial Control
UCMD - Merced Financial Control

Intercampus Transfer (ICT) eDoc Guide

Appropriating / Budgeting Income

Control Accounts (UC # # # # #)
vs. Operating Accounts

Trang Tran

Control Accounts Income Variances







- Control account income variances **must** be allocated.

Fund: IR-68475 RETURNED CHECK INCOME

Control Account	Org	Account	Account / Object Name	Consolidation	Object	MTD Actuals	YTD Budget	YTD Actuals	Variance W/Out Encumbrance
INCOME									
UC68475	7665	OS11156	RETURNED CHECK INCOME	INCO	S664	<u>\$0.00</u>	\$25,000.00	<u>\$17,395.00</u>	(\$7,605.00)
OS11156 662040-68475 CASHIER						<u>\$0.00</u>	\$25,000.00	<u>\$17,395.00</u>	(\$7,605.00)
UC68475	7665	UC68475	RETURNED CHECK INCOME	INCO	S664	<u>\$0.00</u>	\$0.00	<u>\$10.00</u>	\$10.00
UC68475 RETURNED CHECK INCOME						<u>\$0.00</u>	\$0.00	<u>\$10.00</u>	\$10.00
7665 AFS/FINANCIAL SERVICES						\$0.00	\$25,000.00	\$17,405.00	(\$7,595.00)
UC68475 INCOME						\$0.00	\$25,000.00	\$17,405.00	(\$7,595.00)

Control Account Income Object Variances

- \$0 Income variance by chart, control account & object
- Only the whole variance for the **chart, control account & object needs** to be addressed, regardless of sub-accounts, sub-objects, and project code.

ACCOUNTING LINES								
FROM/DECREASE								HIDE DETAILS
TO/INCREASE								HIDE DETAILS
* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* CURRENT AMT	ACTIONS
1 IR UC IRVINE LINE DESCRIPTION	UCXXXXX Control Account Control Account Information		Rxxx INCOME FROM FEES				500,000.00	
2 IR UC IRVINE	SSXXXXX 40xxxx-6xxxx Operating Account INST-EDUCATIONAL ACTIVITY ME...		0008 UNALLOCATED FUNDS BUDGET				500,000.00	

Control Account Income Object Variances

- \$0 variance by chart, control account & object
- In this example, two transactions would need to be done: one for S998 and one for S999.

☐ W/ Encumbrance ☒ W/Out Encumbrance ☐ All Accounts ☒ Control Accounts

UCIRVINE
DECISION SUPPORT

Chart: IR

FY: 2020

As of Period: 12 - JUN20PER12

Control Account	Acctg Category	Account	Account Name	Org	Consolidation	Object Code	Object Code Name	MTD Actuals	YTD Budget	YTD Actuals	Encumbrances	Variance	
UC12345	INCOME	UC12345	ANTEATER CHARGE FEE INCOME	1234 - ANT/FINANCIAL TEAM	INCO	S998	ANT CHARGE INCOME	0.00	0.00	140.41	0.00	140.41	
			ANT LATE CHARGE INCOME	1234 - ANT/FINANCIAL TEAM		S999	A/R LATE CHARGE FEE INCOME	0.00	2,000.00	636.33	0.00	(1,363.67)	
		UC12345 - Total							0.00	2,000.00	776.74	0.00	(1,223.26)
		INCOME - Total							0.00	2,000.00	776.74	0.00	(1,223.26)

Operating Accounts Income/Recharge Variances

- **No action required** for income/recharge variances in operating accounts

Control Account: IR-UC66574 RGS/SUBLEASE 101 THEORY SUITE #250 INC

Control Account	Org	Account	Account / Object Name	Consolidation	Object	MTD Actuals	YTD Budget	YTD Actuals	Variance W/Out Encumbrance
INCOME									
UC66574	7459	OS10315	SALES OF SERVICES	INCO	R821	\$0.00	\$0.00	\$139,303.00	\$139,303.00
UC66574	7459	OS10315	RECHARGES GEN CAMPUS	RCHG	3900	\$0.00	\$23,607.04	\$23,607.04	\$0.00
OS10315 405162-66574 SURGERY-ORTHOPEDICS						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
7459 ORTHOPEDIC SURGERY						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
UC66574 INCOME						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
EXPENSES									
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDICS	BENF		\$0.00	\$0.00	(\$393.96)	\$393.96
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDICS	SUPL		\$0.00	\$0.00	\$12,584.18	(\$12,584.18)
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDICS	GENX		\$0.00	\$0.00	\$91,598.03	(\$91,598.03)
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDICS	UNAL		\$0.00	\$87,230.33	\$0.00	\$87,230.33
OS10315 405162-66574 SURGERY-ORTHOPEDICS						\$0.00	\$87,230.33	\$103,788.25	(\$16,557.92)
7459 ORTHOPEDIC SURGERY						\$0.00	\$87,230.33	\$103,788.25	(\$16,557.92)
UC66574 EXPENSES						\$0.00	\$87,230.33	\$103,788.25	(\$16,557.92)

Budgeting Recharge Income (Optional)

- Recharge Income Objects (39xx)
 - Departments have the option of aligning recharge income object code (39xx) balances to the correct operating (expense) budgetary object code.
 - Please review Fund Summary Report



KFS Fund Summary Report

FS0150D

Fiscal Year: 2020 As of: 13 - JUN20FINAL

This period is Closed. The closing date for this period is 07/31/2020

Control Account: IR-UC66574 RGS/SUBLEASE 101 THEORY SUITE #250 INC

Control Account	Org	Account	Account / Object Name	Consolidation	Object	MTD Actuals	YTD Budget	YTD Actuals	Variance W/Out Encumbrance
INCOME									
UC66574	7459	OS10315	SALES OF SERVICES	INCO	R821	\$0.00	\$0.00	\$139,303.00	\$139,303.00
UC66574	7459	OS10315	RECHARGES GEN CAMPUS	RCHG	3900	\$0.00	\$23,607.04	\$23,607.04	\$0.00
OS10315 405162-66574 SURGERY-ORTHOPEDICS						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
	7459 ORTHOPEDIC SURGERY					\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
UC66574 INCOME						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00

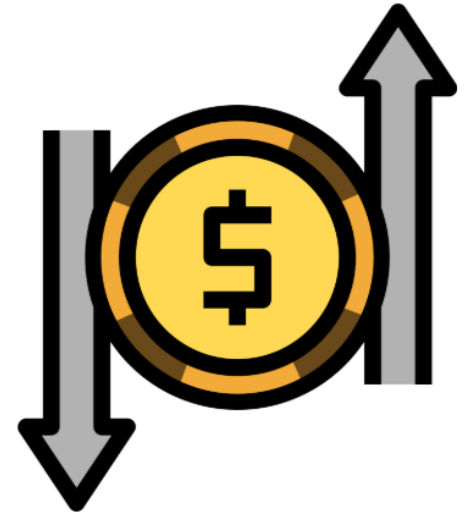
Processing Accruals & Deferrals

(Year-to-Date Funds)

EJ Tito

Why Accruals & Deferrals?

- Compliance with GAAP and OP Accounting Policies & Procedures
- Matching principle: revenues and expenses must be recognized in the period they were earned or incurred, regardless of when cash is paid or received
- Accurate, consistent, and comparable financial reporting



To meet the fiscal year end and financial reporting deadlines, accrual and deferral entries are processed based on materiality thresholds.

Actuals vs. Budget

Accrual / Deferral



Budget / Appropriation

Recording Accruals & Deferrals

- [YEDA \(Year-End Department Accrual Document\)](#)
- Available from **July 9 – July 15**
- Accrual/Deferral threshold:
 - Goods and services \geq \$10,000
 - Equipment \geq \$5,000
 - Plant - Construction costs \geq \$35,000
- YEDA approver via ad-hoc approval request:
 - Unit Lead Finance Officer*, which is usually the MAABO for the unit
 - If unit lead finance officer initiates, their supervisor should approve to satisfy the requirement of 2 department reviewers (submitter and approver)

*If this role is not assigned in KFS, this will cause the YEDA document to go into exception status.

Year End Department Accrual (YEDA)

- Adding ad-hoc recipients for approval

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON

* ACTION REQUESTED

APPROVE

ACTIONS

ADD

AD HOC GROUP REQUESTS

* NAMESPACE CODE

* NAME

* ACTION REQUESTED

APPROVE

ACTIONS

ADD

ROUTE LOG

Submit

Save

Reload

Close

Cancel

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What Needs to be Accrued?

- **Income**

Income related to an activity for **FY2024-25** but collected in **FYE2026 and future years**.

- **Expense**

Expenses for goods & services incurred in **FY2024-25** but paid in **FYE2026 and future years**.

- **Recharge**

EE type expenses for activity incurred in June 2025 must be submitted by **July 8 @ 4 p.m.** to be recorded.

Under **exceptional circumstances**, systems will process YERA recharges on **July 9 and 10** for activity incurred in June 2025.

Income Accrual (YEDA)

Income submitted for services rendered in FY2024-25 but payment outstanding or received after check deposit deadline.

DEPARTMENT ACCRUAL DETAILS

DEPARTMENT ACCRUAL

Reversal Date : Jul 1, 202X

* Department Accrual Type : J290 - Accrued Income

Department Accounting Category : IN - INCOME

Credit to Department? : Yes

ACCOUNTING LINES

DEPARTMENT

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT
IR UC IRVINE	OS11xxx 68xxxx-68xxx Ac... STSR-OTHER		Sxxx Object Code Name				7,898.87

Expense Accrual (YEDA)

- PO # xx-xxxx, Inv # 1xxxxxx
Vendor: ANTEATER MEDICAL SUPPLIES
Goods Received by: 6/30/25
Contact: Anteater
- Invoice not processed by AP

Reversal Date : Jul 1, 202X

* Department Accrual Type : L298 - A/P ACCRUAL

| Department Accounting Category : EX - EXPENSES

Credit to Department? : No

ACCOUNTING LINES

DEPARTMENT

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT
IR UC IRVINE	SSxxxxxx 40xxxx-6xxxx Account Name INST-EDUCATIONAL ACTIVITY ME...		8160 SUPPLIES MEDICAL

YERA Route Log/Workflow

- YERA is the Recharge accrual document (**July 9-10**)
- **Important:** Documents will NOT be routed to Central Accounting for final approval until ALL fiscal officers **approve** the document in their Action lists.

ROUTE LOG

ID: 12345678910

Title	Year End Recharge Accrual		Created	09:19 AM 02/24/2021	
Type	Year End Recharge Accrual		Last Modified	10:57 AM 04/09/2021	
Initiator	ANTEATER INITIATOR		Last Approved		
Route Status	ENROUTE		Finalized		
Node(s)	SubFund				

ACTIONS TAKEN

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	ANTEATER INITIATOR		09:22 AM 02/24/2021	
Show	COMPLETED	ANTEATER INITIATOR		10:57 AM 04/09/2021	

PENDING ACTION REQUESTS

	Action	Requested Of	Time/Date	Annotation	
Show	IN ACTION LIST APPROVE	ANTEATER FISCAL OFFICER 1	10:57 AM 04/09/2021	KFS-SYS Fiscal Officer	
Show	IN ACTION LIST APPROVE	ANTEATER FISCAL OFFICER 2	10:57 AM 04/09/2021	KFS-SYS Fiscal Officer	
Show	IN ACTION LIST APPROVE	Schweikert, Lana	01:11 PM 04/09/2021	KFS-COA General Accounting Reviewer IR FPYE	

What Needs to be Deferred?

- **Income**

Income received in **FY2024-25** but relates, corresponds or supports activity that is not earned until **FY2025-26 and future years**.

- **Expense**

Expenses that are paid in **FY2024-25** for goods & services that are not yet delivered or performed until **FY2025-26 and future years**.

Income Deferral (YEDA)

- Summer Program – revenue received in June 2025, but program will start in **FYE2026**.
- Conferences – registration revenue received in June 2025, but conference event will be held in **FYE2026**.

Reversal Date : Jul 1, 202X

* Department Accrual Type : L104 - Deferred Income

Department Accounting Category : IN - INCOME

Credit to Department? : No

ACCOUNTING LINES

DEPARTMENT

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT
IR UC IRVINE	SSxxxxxx 40xxxxx-6xxxxx Account Name ACAD-EDUCATIONAL ACTIVITY O...		R821 SALES OF SERVICES

Expense Deferral (YEDA)

- Defer lab expenses for Summer Session paid in June but not used until after July 1, 2025.

Reversal Date : Jul 1, 202X

* Department Accrual Type : J341 - Deferred Expense

Department Accounting Category : EX - EXPENSES

Credit to Department? : Yes

ACCOUNTING LINES

DEPARTMENT

* CHART	* ACCOUNT	SUB-ACCOUNT	* OBJECT
IR UC IRVINE	SFxxxxx 40xxxx-2xxxx Account Name INST-OTHER STUDENT FEES		8165 SUPPLIES TEACHING

1

New Fiscal Year

What to Expect

EJ Tito

New Fiscal Year

- July 1 (KFS Transactions)
- **Carryforward Balances are equal to:**
 - **EXPENSE:** Budget minus Actuals
 - **INCOME:** Actuals minus Budget
 - **Keep in mind ...**
 - Carryforward will post to Expense Object Code 0008
 - Consolidation Code UNAL
 - Fiscal Period BB vs. CB
- **Encumbrances** are carried forward separately and are not included in the determination of solvency.

Balance Carryforward Errors

- If control account income is not appropriated, this will cause an incorrect carryforward.
- Closed sub-accounts with balances **will cause carryforward errors.**
 - Please make sure that sub-accounts that have balances are open (Status is Active).
 - If the sub-account remains closed with a balance, the amount will be included in the carryforward of the operating account.

The screenshot shows a financial system interface. At the top, there is a dropdown menu with the text 'W/ Encumbrance' and a downward arrow. To the right, there is a text field containing 'CB - CG BEG BAL' with a dashed orange line underneath it. Below these elements is a blue header bar with the text 'Sub Account'. Underneath the header bar is a dropdown menu with three options: 'DO NOT INCLUDE SUB ACCOUNTS' (top), 'INCLUDE SUB ACCOUNTS' (middle, highlighted with a red rectangle), and 'DO NOT INCLUDE SUB ACCOUNTS' (bottom). The entire interface is set against a light gray background.

Accounts Payable / Disbursements & Travel

Tanya Harris

Vendor Onboarding

- If you have a new vendor who needs to be onboarded in PaymentWorks, please be sure you start the onboarding process now as it is better to have the vendor ready to go well in advance, than to wait the last minute.
- Vendor onboarding can be quick and simple, or it can take time, depending on the process and if all requirements are met for approval.
- Please see our vendor onboarding webpage for guidance: <https://www.accounting.uci.edu/ap/vendor-onboarding/index.php>

Invoices Deadlines

- Invoices must be submitted to Accounts Payable no later than **July 3rd at 4 p.m.**
- Email Invoices to accounts-payable@uci.edu
- Invoices for FY2024-25 that are not processed by July 3, but goods/services were received prior to June 30, must be accrued by the department if the expense is greater than \$10K.

Invoices Tips

- When sending invoices to AP to pay, please ensure the PO has enough money, is open and valid.
- If a vendor needs to update their vendor profile, and they have NOT created an account in PaymentWorks previously, please send a PaymentWorks invitation to start the onboarding/update process.
- If the vendor already created an account in PaymentWorks and needs to update their vendor profile, they simply need to log into their PaymentWorks account to make the update.
- Email to accounts-payable@uci.edu for invoice questions.
- Email to vendor-coordinator@uci.edu for vendor onboarding questions.



PREQ: Process for FY2024-25

- In order to post to the General Ledger, PREQs must be FULLY approved. Generally, invoices under \$10,000 will auto-approve, while invoices over \$10,000 require department approval.
- If the invoice date reflects June 30 and prior, the invoice must be in FINAL status by 4 p.m. on July 3rd in order to post to the GL.

TEM and DV

- All Travel and Event Management (TEM) and Disbursement Voucher (DV) documents must be submitted, scanned and approved by Travel Accounting by **4 p.m. on June 13** to be recorded as expenses for FY2024-25.
- Continue to initiate your documents after June 13 and Travel Accounting will make every effort to approve your documents by the June 30 deadline.
- Anything approved after June 30 will be posted in the next fiscal year.

TEM and DV (Cont'd)

- Anything with a travel end date older than six months will need exceptional approval.
- Any travel with an end date older than a year cannot be processed.
- Please go to our Travel Webpage with valuable information on what is required when submitting reimbursements: <https://www.accounting.uci.edu/ap/supporting-docs/index.php>
- For Travel fiscal close questions contact travel-accounting@uci.edu.

Upload Scanned Documents

- The fastest and most reliable way to attach supporting documents to your reimbursement is to upload them directly into the Image Scanning Tab. **DO NOT upload back up documentation into the Notes/Attachments tab.**
- You cannot upload files until the KFS document has been **saved** or submitted.
- Make sure that sensitive or personal data is redacted. Contact AP for file deletion and redaction request if the documentation uploaded contains sensitive data in violation of UCI's information Security Policies

P3/P4: <https://security.uci.edu/security-plan/plan-classification-protection.html>

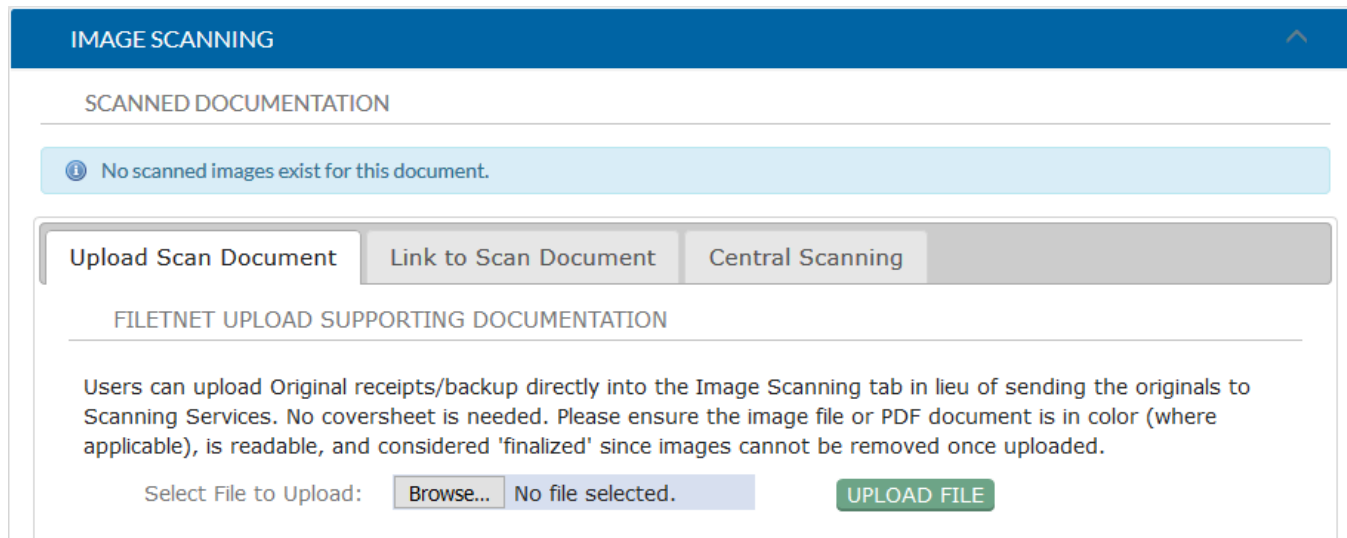


IMAGE SCANNING

SCANNED DOCUMENTATION

No scanned images exist for this document.

Upload Scan Document Link to Scan Document Central Scanning

FILETNET UPLOAD SUPPORTING DOCUMENTATION

Users can upload Original receipts/backup directly into the Image Scanning tab in lieu of sending the originals to Scanning Services. No coversheet is needed. Please ensure the image file or PDF document is in color (where applicable), is readable, and considered 'finalized' since images cannot be removed once uploaded.

Select File to Upload: Browse... No file selected. **UPLOAD FILE**

Encumbrances & Procurement

Melissa Lee

Encumbrances

- Encumbrances are established by
 - Purchase Orders (PO)
 - Travel Authorizations (TA)
 - Pre-Encumbrance Documents
- Departments are responsible for closing out leftover Encumbrance balances
 - Open Encumbrance = PO/TA is open with a balance
 - Leftover Encumbrance = No more activity is expected
 - **Reference Document Number is the PO # or Trip #**

Encumbrance Information

UCI Division of Finance and Administration | With U • For U

Download With U

UCI Accounting & Fiscal Services

Home About Us ▾ How Do I... Accounts Payable ▾ Contracts & Grants ▾ Cost Analysis ▾ Financial Services General Accounting ▾

Financial Mgmt Support ▾ UCI UCPath

The General Ledger
KFS General Ledger
Inquiries
General Ledger
Columns
Fiscal Year and Fiscal
Period
Balance Types and
Variances
Encumbrances
◀ Back to FMS Home

Encumbrances

An Encumbrance is a type of transaction created on the General Ledger when a Purchase Order (PO), Travel Authorization (TA), or Pre-Encumbrance (PE) document is finalized. The encumbrance transaction shows an outstanding commitment by an organization. When an encumbrance is established, the organization's financial manager should ensure funds will be available for payment of the transaction, in accordance with the overall life-cycle of the contract.

The purpose and main benefit of encumbrance accounting is avoiding budget overspending, by showing open commitments as part of projected expenses. Encumbrances are important in determining how much funds are available as a projected expense planning tool.

In Balance Reports, encumbrances can be toggled on or off to reflect available balances. Report users can use this encumbrance indicator to evaluate their available balances and solvency concerns, at budget or fiscal year end.

Encumbrances vs. Actual Expenses

Encumbrances are *open commitments* to a transaction. Encumbrances are not considered actual expenses and are not included in actual-expense balances. With Encumbrances, no payments leave the University and no actual expense would be generated on a ledger, since it is an expectation of a future actual transaction.

<https://www.accounting.uci.edu/support/fiscal-officers/general-ledger/encumbrances.php>

Encumbrance Lookup in KFS

Reference Document Number = PO # (PURAP) or Trip # (TEM)

Tip: Leave Balance Type blank to see all encumbrance types on an Account/Org

Open Encumbrance Lookup

Fiscal Year:

2025

Organization Code:

Sub-Account Number:

Sub-Object Code:

Document Type:

Reference Document Number:

UC Location Code:

UC Fund Number:

Chart Code:

IR

Account Number:

PR10990

Object Code:

Balance Type:

EX

Origin Code:

Include Pending Ledger Entry:

☒ No
 ☐ Approved
 ☐ All

UC Account Number:

Include Zeroed Out Encumbrances:

☐ Include
 ☒ Exclude

Fiscal Year	Chart Code	Organi Code	Account Number	Sub- Account Number	Object Code	Sub- Object Code	Balance Type	Document Type	Origin Code	Reference Document Number	Description	Open Amount	Closed Amount	Outstanding Amount	Transaction Date
2025	IR	6225	PR10990	---	8090	---	EX	PO	01	503313	FISHER SCIENTIFIC COMPANY, LLC	1,003.36	491.77	511.59	04/24/2025

Encumbrance Report

The screenshot displays the UCI Zot!Portal interface. At the top, the header includes the 'UCI Zot!Portal' logo, a search bar with the text 'Enter search terms', and radio buttons for 'Portal' and 'UCI'. Below the header is a navigation bar with tabs for 'Faculty & Staff' and 'Student'. A secondary navigation bar contains links for 'Main', 'Applications', 'Work/Life', 'Facilities/Safety', 'Research', 'Finances/KFS', and 'Decision Support'. The 'Decision Support' link is highlighted with a red rectangle. Below this, the 'KFS Decision Support' section is visible, featuring a tree view of various reports. A red arrow points to the 'General Ledger - Campus Reports' folder, which is expanded to show a list of reports. The 'Encumbrance Report' is highlighted with a red rectangle in this list.

UCI Zot!Portal

Enter search terms

Portal UCI

Faculty & Staff Student

Main Applications Work/Life Facilities/Safety Research Finances/KFS Decision Support

KFS Decision Support Options

Expand All | Collapse All

- Cognos Analytics (Cognos 11)
- DWQuery
- DWQuery
- Accounts Receivable
- Capital Asset
- Chart of Accounts - Lookups
- Chart of Accounts - Crosswalk (KFS/LegacyFS)
- Chart of Accounts - KFS Tables - Field Attribute Listings
- General Ledger - Campus Reports
 - Account Summary and Transactions
 - Account Summary Report (FS0100/200)
 - Account Transaction - Income and Expense (FS0100-Detail General Ledger)
 - Award Balance Overview
 - Contracts & Grants Overdrafts
 - Encumbrance Report
 - Expense and Revenue Annual Comparison Report
 - Fund Summary Report (FS0150D)

Encumbrance Report

KFS Encumbrance Report

Fiscal Year
2023

Encumbrance Type
CE
EX
IE
PE
[Select All](#) [Deselect All](#)

Document Type
IBIE
TA
IE
PO
PE
[Select All](#) [Deselect All](#)

Filter Out Closed PO's
☒ Y
☐ N
[Deselect](#)
Fiscal Officer

Chart Code
SW
MC
IR
-
[Deselect](#)

Outstanding Amount Range
From:
☒ Lowest value
To:
☒ Highest value
☐ Exclude \$0.00 Outstanding Amount
☒ Include \$0.00 Outstanding Amount

Search By Roll-Up Organization [Clear](#)
Keywords:
Type one or more keywords separated by spaces.
 [Search](#)
[Options](#)
Results: [Insert](#) [Remove](#)
[Select All](#) [Deselect All](#)

Search Organization [Clear](#)
Keywords:
Type one or more keywords separated by spaces.
 [Search](#)
[Options](#)
Results: [Insert](#) [Remove](#)
[Select All](#) [Deselect All](#)

Search By Account [Clear](#)
Keywords:
Type one or more keywords separated by spaces.
 [Search](#)
[Options](#)
Results: [Insert](#) [Remove](#)
[Select All](#) [Deselect All](#)

[Manage Queries](#) [Load Prompts](#) [Save Prompts](#)

[Clear](#) [Run](#)

Encumbrance Carry Forward

Encumbrance Carry Forward *before 7/15/25*:

- External Encumbrance (EX) = Carry Forward
 - *Purchase Orders*
- Internal Encumbrance (IE) = Carry Forward
 - *Travel Authorizations*
- Pre-Encumbrance (PE) = No Carry Forward

Closing a PO Encumbrance

Closing or Voiding a Purchase Order (PO) will clear all outstanding encumbrances.

How:

1. Perform a Custom Document Search for Purchase Order.
 - The Reference Document Number is the PO#.
2. Open the latest PO/PO Amend.
3. Contract Managers can select “Void Order” button for POs with no activity.
 - Fiscal Officers & Contract Managers can select the “Close Order” button to close/clear out the encumbrance.

Closing a TA Encumbrance

Closing or Voiding a Travel Authorization will clear all outstanding encumbrances.

How:

1. Perform a Custom Document Search for a Travel Authorization (TA).
 - The Reference Document Number is the Trip Number #.
2. Open the latest TA/TA Amend.
3. Arrangers & Initiators can select the “Close Trip” button to close/clear out the encumbrance.
 - For TAs with Cash Advances, Travel Accounting will close the TA when it is expensed out.

Procurement Deadlines

Please see the 2024-25 Fiscal Year-End Close Information & Dates email, for full deadlines & details.

Special Procurement Deadlines:

- Last Day to submit FY 2024-25 High Value/Risk PO & PO Amends to Central Procurement: **June 2**
- Last Day to submit a PO Close request to Central Procurement: **June 20**
- Last Day to close fulfilled Low Value POs: **June 30**
- All PO & PO Amends must be final on **June 30** to post to the 2024-25 Fiscal Year.
 - Submit Early! Department & central approvals take time.

Procurement Deadlines

Special PALCard Deadlines:

- Last PALCard Feed from US Bank for FY2024-25: **July 3**
- Last Day to review/finalize ALL pending PCDOs: **July 8**
 - **All PCDOs enroute in the system will auto-approve** after **8 p.m.** on night of July 8, no matter the create date.
 - Any corrections (use-tax or FAU) after auto-approval must be done via GEC before **July 15**.
 - Submit early to allow adequate time for department and central approvals, including Accounting Reviewer(s). Equipment related GECs must be submitted by **July 11**, to allow approval time/processing.
- PCDOs for FY2025-26 will not be created until after Period 12 closes (July 16 or later).

Procurement/AP Corrections (YEDA & GEC)

- Do not Accrue Encumbrances
 - Only Accrue/Defer Payments or Credits (PREQ or CM) that hit the wrong fiscal year via the YEDA document.
 - **Include the payment reference document in Explanation.**
 - Provide description about when an item was received/used if the payment year doesn't match, in the Explanation field of the YEDA.
 - Include backup detail (invoices, etc.) in Notes and Attachments tab.
- General Error Correction = **July 15** deadline
 - Transactions posted to July (new year) cannot 'post back' to June.
 - Will receive an "Invalid future Accounting Period" error
 - Absolutely no corrections to fiscal year funds can be made after Period 12 Closes, no matter the age of the original ledger post.

Procurement/AP Corrections (GEC)

- **Check the Fiscal Year when looking up entries!**
 - July 1 = We are in a new Fiscal Year (will show 2026)
 - To post-back to June/Period12, you will be required to change the Fiscal Year in KFS Ledger Lookups (Change to JUN25PER12)
- Change the selected posting period of the GEC.

DOCUMENT OVERVIEW

OVERVIEW

* Description :

* Explar

Organization Document

Number :

FINANCIAL DOCUMENT DETAIL

Total Amount :

* Accounting Period :

JUN25PER12

JUN25PER12

JULY2025

GL ENTRY IMPORTING

Fiscal Year:

2026

Chart Code:

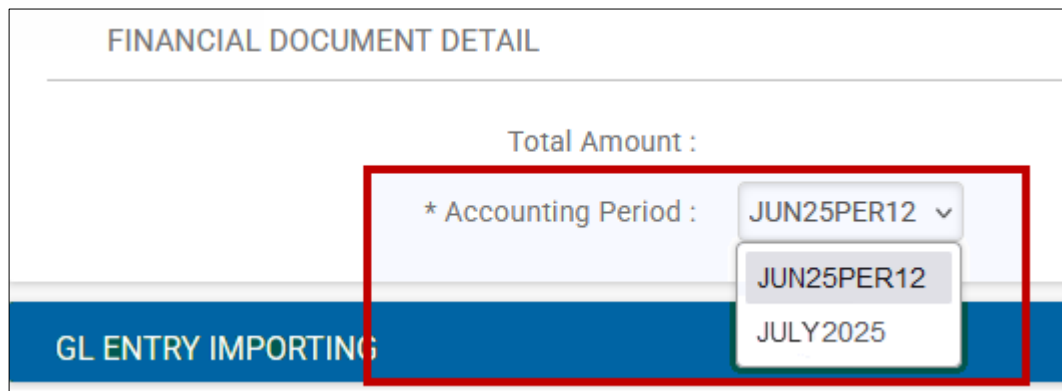
IR

Tip: GEC will default to June upon creation. Can easily be changed to July before submission

Procurement/AP Corrections (GEC)

- **GECs with Capital Assets should be fully approved by July 11!**
 - **Submit to Equipment Management by July 11 @ 4pm.**
 - Once all Capital Asset GECs are approved, approval should post that night.
 - Next Day: Entries map back into the CAM Module.
 - Asset Accountants can review reports/ledger and make corrections.

Ensure that **JUN25PER12** is selected for Accounting Period!!



The screenshot shows a web form titled "FINANCIAL DOCUMENT DETAIL". Below the title, there is a section for "Total Amount :". Below that, there is a label "* Accounting Period :" followed by a dropdown menu. The dropdown menu is open, showing three options: "JUN25PER12" (selected), "JUN25PER12", and "JULY2025". A red rectangular box highlights the dropdown menu and its options. At the bottom of the form, there is a blue bar with the text "GL ENTRY IMPORTING".

Payroll Fiscal Closing Dates

Tammy Maciel

Payroll Fiscal Closing Dates

June Monthly Time Reporting (TRS) Deadline

Leave Accrual Usage for M0 Pay End 05/31/25

Monthly-Hourly T&A for M0 Pay End 06/30/25

Wednesday June 18, 12 p.m.

- TRS DTA Deadline
- TRS Auto-Approval Timesheet



Payroll Fiscal Closing Dates

June Bi-Weekly Time Reporting (TRS) Deadline

Hourly T&A for B1 Pay End 06/21/25

Tuesday June 24, 12 p.m.

- TRS DTA Deadline
- TRS Auto-Approve Timesheet



Biweekly Payroll Accruals

- Biweekly accruals will occur for the last 9 days (June 22 - 30)
- **July 1**
 - June Biweekly Accruals will reflect in the June FY2024-25 ledger.
- **July 15**
 - June Biweekly Accrual Reversals will be viewable in the July FY2025-26 ledger.

UCPath

Andrea Garrison

UCPath Monthly Payroll HR Actions

June Monthly Payroll (M0 Pay End 06/30/25)

UCPath - HR Actions Deadlines

Tuesday June 17, 3 p.m.

- HR Templates / Mass Hire
- Extended Absence (Leave) Transactions
- Additional Pay transactions (Z Payments)
- PayPath Actions (expecting to trigger Retro Pay)

Monday June 23, 5 p.m.

- PayPath Actions
- Position Management
- Manage Job

UCPath Bi-Weekly Payroll HR Actions

June Bi-Weekly Payroll (B1 Pay End 06/21/25)

UCPath - HR Actions Deadlines

Wednesday June 18, 3 p.m.

- HR Templates / Mass Hire
- Extended Absence (Leave) Transactions
- Additional Pay transactions (Z Payments)
- PayPath Actions (expecting to trigger Retro Pay)

Tuesday June 24, 5 p.m.

- PayPath Actions
- Position Management
- Manage Job

Salary Cost Transfers

Transferring Payroll Already Paid in FY 2024-25

- **July 1 at 5 p.m.** is the deadline for UCPATH Direct Retro Transfers.
(June 27 for high-risk Direct Retros)
- **July 3 at 8 p.m.** is the deadline for UCPATH Salary Cost Transfers.
(July 1 for high risk SCTs)
- The Direct Retro tool will be retired after processing the batch on July 3.
- Benefits must move with salary.
 - Only exception is Contract and Grant funds
- Submit a case to EEC (eec.hr.uci.edu) if you have questions.
 - Use the **UCPATH Finance & Accounting** category.
 - Enter **Salary Cost Transfer** in the description.

Contracts & Grants

Alice Han

Closing Steps for Contracts and Grants

Departmental Responsibilities

- At least once a month, run C&G Overdrafts by Org ID report in Decision Support and review accounts in overdraft.
- Clear all overdrafts in awards not expected to receive additional funds.
- Email fund accountant at C&G Accounting and request closing awards with a zero balance.
- **Do not process any accruals and/or deferrals for C&G funds.**

Closing Steps for Contracts and Grants

Expense Accruals for C&G Funds

- Expense accruals for contracts and grants will be processed by C&G Accounting.
- Starting July 9 and **no later than July 11**, departments are required to email Griselda Duran griseld@uci.edu and request expense accruals for goods and services received by June 30, 2025, and not reflected on the ledger for Period 12, if these expenses fall into one of the two categories specified below:
 1. Equipment with a transaction value of \$5,000 or more
 2. Goods and services with a transaction value of \$10,000 or more

Closing Steps for Contracts and Grants

Expense Accruals for C&G Funds

- Emails requesting expense accruals on C&G funds must include the following:
 - Fund Number
 - PO #
 - A brief explanation
 - A copy of the invoice

Closing Steps for Contracts and Grants

GEC Routing and Processing Deadline

- All GECs involving C&G funds and processed after 120 days from the expense posting date require C&G Compliance review and approval.
- **July 15** is the final date for all FY2025 GECs. If C&G review and approval is required, GECs need to be fully approved by 4 p.m. by the Account Supervisor listed on the Expense Account being charged.
- Late GECs processed without proper departmental approvals will not be finalized by C&G Compliance until these approvals are recorded in KFS and may miss the fiscal close deadline.

Closing Steps for Contracts and Grants

Request for Approval to Spend Funds (RAS)

RAS Definition

- A request for authorization to spend funds in support of a sponsored project in advance of receiving a notice of an award from a sponsor and/or finalizing the award.

RAS Purpose

- Allows the setup of a fund and account without an award in place
- Allows expenses to be posted to the appropriate expense account
- Prevents unnecessary cost transfers

<https://research.uci.edu/sponsored-projects/pre-award-administration/#pre-award-2>

Closing Steps for Contracts and Grants

When to Request a RAS?

Request a RAS when:

- New award is experiencing processing delays and essential expenses need to be incurred before the award is received and/or finalized allowing fund setup.
- Additional funds are expected under a different award number which is experiencing processing delays.

Request a RAS ONLY when:

- UCI received a firm commitment by an authorized representative of the sponsor; and other departmental funds are available to cover monetary risk.

Closing Steps for Contracts and Grants

Do NOT request a RAS when:

- You need to clear an overdraft
- When the fund/account has already been established

Closing Steps for Contracts and Grants

C&G Accounting – Additional Responsibilities:

- Indirect cost recovery reconciliation
- STIP review and posting (applicable if required for an award)
- Refunds to the Federal government of unexpended fund balances
- Final closing entries and approvals, including GECs over 120 days and GEGRs
- Final intercampus transfers and UCOP journals
- Corrections to invalid transactions
- Special reporting to the Budget Office
- Reviews of overhead calculation and final accounting data
- Reviews of contracts and grants activities for income accruals and deferrals, including GASB 65 for contracts and grants.

Decision Support

Su Chen

Decision Support

- Provides integrated, timely and documented data for reporting and analysis.
- ZotPortal: <https://portal.uci.edu/uPortal/f/decsupport/normal/render.uP>
- Access is based on roles and responsibilities
- VPN is required.

UCI Zot!Portal

Enter search

Portal

Faculty & Staff More

Main Applications Work/Life Facilities/Safety Research Finances/KFS **Decision Support**

Customize

About Decision Support Options

This tab provides convenient access to Decision Support content generated by the IBM Cognos BI tool, the Data Warehouse Business Logic Information Selection System (BLISS), FileNet and eDocs. The tab is a work in progress, and additional content will be added over time.

Content on this page is organized by subject area, and is restricted according to individual permissions. If you receive an error when trying to access content to which you believe you should have access, contact your [Departmental Security Administrator \(DSA\)](#) or call the OIT Helpdesk at (949) 824-2222.

Hours of operation: Decision Support is generally available 24x7, except for emergencies and the following scheduled maintenance windows:

- Fridays 10:00 PM to Saturday 1:00 AM
 - Except for the first Friday after the second Tuesday of the Month
 - Friday 10:00 PM to Saturday 8:00 AM

Decision Support may also be unavailable for individual subject areas due to maintenance related to those specific areas. Please contact the OIT Helpdesk at x4-2222 for further information.

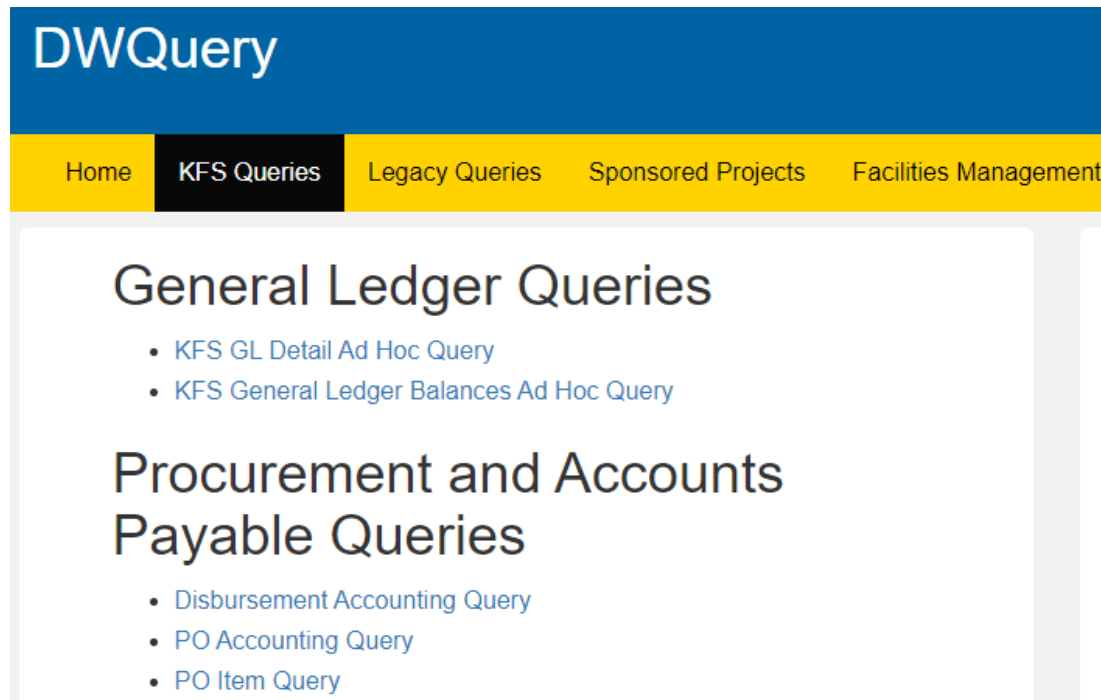
KFS Decision Support Options

[Expand All](#) | [Collapse All](#)

- [Decision Support Data Loading](#)
- [KFS Reports Information](#)
- [Cognos Analytics \(Cognos 11\)](#)
- [DWQuery](#)
- [DWQuery](#)
- [Accounts Receivable](#)
- [Action List and Pending Entries](#)
- [Capital Asset](#)
- [Chart of Accounts - Lookups](#)
- [Chart of Accounts - Crosswalk \(KFS/LegacyFS\)](#)
- [General Ledger - Campus Reports](#)

Decision Support Tool: DWQuery

- Ad-Hoc Query to access KFS GL and budgetary transactions
- **VPN** is required
- Link: <https://dwquery.oit.uci.edu>



Decision Support Tool: DWQuery (cont'd)

- DWQuery Functionality Guide

<https://www.accounting.uci.edu/support/reports/dwquery/>

DWQuery Guide

Using DWQuery

DWQuery KFS GL Guide

Advanced Queries

DWQuery FAQs

< Back to Reports Home

DWQuery Guide

DWQuery - KFS GL

Help Hi, D.W. Read Logout

Load Save View Select / Deselect Set Sort Order Reset Summarize Distinct Run

Context Campus Hierarchy Full Accounting Unit Ledger Detail Amounts

☒ KFS Chart Code

List of values

[IR] UC IRVINE

[MC] MEDICAL CENTER

[SW] SYSTEMWIDE

☐ KFS Org Rollup Level 03 Code

equal to

ZOT ORG

List

☐ Include Title

Welcome to DWQuery!

Accounting and Office of Information Technology is pleased to announce DWQuery, a new tool to help UCI employees extract and explore their data. This is a new and optimized rebranded version of the BLISS or Datawarehouse Queries that many UCI employees are familiar with.

DWQuery provides the ability for users to access general ledger financial and budgetary transactions for query and analysis. Users may query the data warehouse in detail, including the option to search and find unique transactions within the details of the General Ledger. In addition, search results may be exported to Excel for further data management and reporting. DWQuery is updated at the end of every business day and the performance of the system is quick and very responsive. DWQuery is intended to be a key tool for financial staff and managers.

KFS DWQuery Support

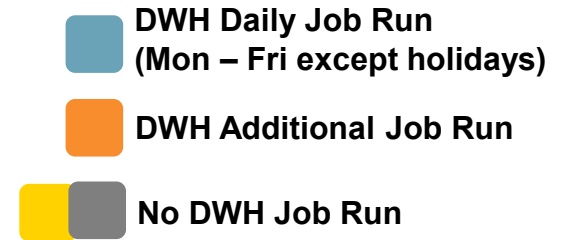
General Financial Management questions should be directed toward the Chief Financial Officer(s)/Fiscal Officers of your unit/department, as there may be specific unit/department policies relating to your financial operations.

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Data Warehouse (DWH) Job

- **DWH Daily Job Run** – Monday to Friday
- Additional **Sunday DWH Job Run** in June and July
- No job run on July 4th
- KFS closes at 8 p.m.



June 2025

SUN	MO N	TUE	WE D	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025

SUN	MO N	TUE	WE D	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DSS Reports for FYE Close

KFS Decision Support

Action List
and Pending
Entries

Chart of
Accounts
- Lookups

General Ledger
Campus
Reports

UCPath Decision Support

UCPath
Payroll

Chart of Accounts Lookup

Chart of Accounts - Lookups

Account Lookup 

Award Lookup 

Chart of Accounts Inquiry 

Control Accounts with Cost Sharing 

New Budget Fund Groups Assignment 

Object Code Lookup 

Organizational Hierarchy 

Project Code Lookup 

TEM Profile Report 

UC Common Chart of Accounts 

Chart of Accounts Lookup (cont'd)

KFS Chart of Accounts Inquiry

• Organization

- Org Level 02 to 08
- Show/hide Higer Ed Function Code
- Show/hide (UC) Fund
- Show/hide (KFS) Accounts
- Object Codes

• Fund and KFS Account

- UC Fund
- Budget Fund Category 0 to 2
- Fund/Sub Fund Group
- Show/Hide Control Account
- (KFS) Account
- Show/hide Higer Ed Function Code
- Show/Hide Account Org
- Show/Hide Account Status (closed or active)

• Object Code

- Chart
- Fiscal Year
- Active/Inactive Object
- Accounting Category (AS, EX, FB, IN, LI)
- Object Type
- Object Consolidation
- Object Level
- Object Code

Chart of Accounts Lookup (cont'd)

UC Common Chart of Accounts (CCoA)

- Provides CCoA mapping information
 - Object Codes
 - KFS Accounts
 - Department Level (KFS Account)

CCoA Level-Object Code

UC Fund Level - KFS Account

Dept Level-KFS Account

UC/FCCS Account Mapping

Export to PDF

Export to Excel Data

UCI

Decision Support

UC Common Chart of Accounts (CCoA)

UC Account Levels and Object Codes

Run Date/Time: 05/07/2024 1:16:38 PM

Page #: 1 of ?

Fiscal Year

2024

Chart Code

☒ IR - UC IRVINE
☐ MC - MEDICAL CENTER
☐ NR - UC AGRICULTURE AND NATURAL RESOURCES
☐ SW - SYSTEMWIDE
☐ TC - COLLEGIATE HOUSING FOUNDATION
☐ TI - IRVINE CAMPUS HOUSING AUTHORITY

Financial Reporting Category

☐ -
☐ ASSETS
☐ LIABILITIES
☐ NET POSITION
☐ NONOPERATING REVENUES (EXPENSE)
☒ OPERATING EXPENSES
☐ OPERATING REVENUES
☐ OTHER CHANGES IN NET POSITION

Search All

Hide Unmapped Objects

Show Unmapped Objects

Object Active

☒ Yes
☐ No
☐ Both

Submit

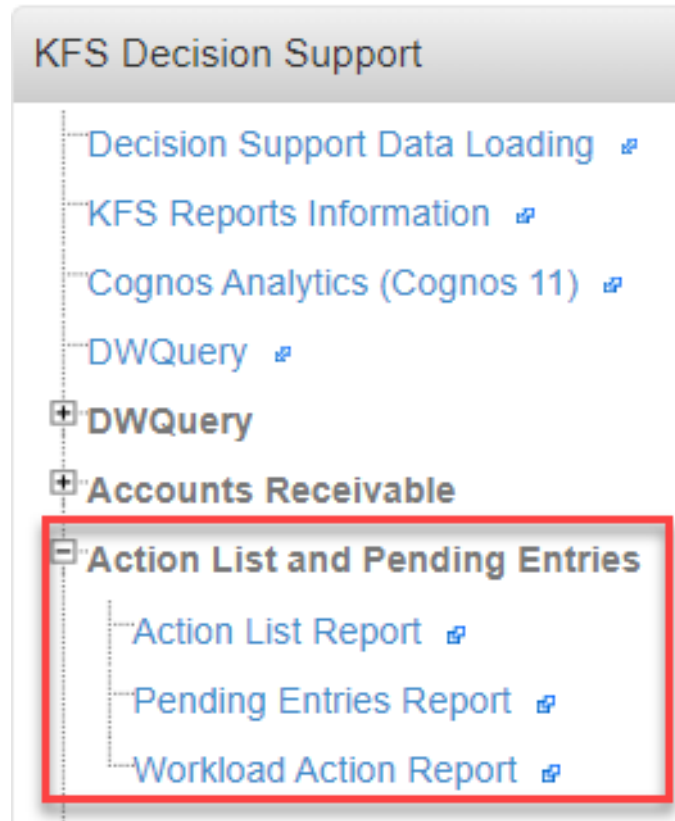
Financial Reporting Category	CCoA Level A	CCoA Level B	CCoA Level C	CCoA Level D	FCCS (Level E) Account	Object-Chart Code	Object	Object-Active Indicator
OPERATING EXPENSES	50000A - SALARIES AND WAGES	50000B - ACADEMIC SALARIES AND WAGES	50000C - ACADEMIC SALARIES AND WAGES	50000D - ACADEMIC SALARIES AND WAGES	500000 - SALARIES & WAGES ACADEMIC BUDGET	IR	0000 - SALARIES ACADEMIC BUDGET	Y
					501000 - SALARIES & WAGES ACADEMIC	IR	1000 - SALARIES & WAGES ACADEMIC	Y
						IR	DIS0 - Academic Discretionary Budget	Y
						IR	MRT0 - Academic Merit Budget	Y
						IR	PRM0 - Academic Promotion Budget	Y
						IR	RET0 - Academic Retention Budget	Y
						IR	RNG0 - Academic Range Budget	Y

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Action List and Pending Entries



Action List and Pending Entries (cont'd)

Action List Report

- Shows Documents pending approval as of run date for action requested Org.

The screenshot shows the 'Action List Approvals' interface. At the top left is the UCI Decision Support logo. The title 'Action List Approvals' is on the right. Below the title is a search bar with four fields: 'Org or Org Rollup', 'Initiator UCINetID', 'Approval Requested UCINetID', and 'Document Number'. Each field has a corresponding input box below it.

Pending Entries Report

- Shows enroute General Ledgers (GL) or Budget Appropriation Transactions (BAT) as of report run date.

The screenshot shows the 'Pending Entries Report' interface. At the top left is the UCI Decision Support logo. The title 'Pending Entries Report' is on the right. Below the title is a search bar with four main sections: 'Chart Code', 'Org or Org Rollup', 'Search by Control Account', and 'Search by KFS Account'. The 'Chart Code' section has a list of codes: SW-SYSTEMWIDE, IR-UC IRVINE, and MC-MEDICAL CENTER. The 'Search by Control Account' and 'Search by KFS Account' sections each have a 'Keywords' field, a 'Search' button, and a 'Results' section with 'Insert' and 'Remove' buttons. There are also 'Options' and 'Choice' dropdowns in these sections.

Action List and Pending Entries (cont'd)

Action Taken Date Range

From: ☒ May 1, 2024 ☐ Earliest date

To: ☐ May 7, 2024 ☒ Latest date

Workflow Actions

- K - ACKNOWLEDGE
- V - ADHOC REQUEST_REVOKE
- A - APPROVE
- B - BLANKET APPROVE
- X - CANCEL
- C - COMPLETE
- D - DISAPPROVE
- F - FYI
- R - LOG MESSAGE
- L - RETURN TO INITIATOR
- Z - RETURN TO PREVIOUS

[Select all](#) [Deselect all](#)

Search by Action Taken Roll up Organization

Keywords: Type one or more keywords separated by spaces.

Search by Action Taken Principal Name

Keywords: Type one or more keywords separated by spaces.

Show Summary

☒ Action Taken Principal Name and by Action Taken Code
☐ Action Taken Principal Name and Doc Type

Show Action Taken Year

☒ Yes
☐ No

Document Types

- AA - Asset Global
- ACCT - Account
- ACON - Asset Condition
- ACQT - Asset Acquisition Type
- ACTR - ACH Transaction Code
- AD - Advance Deposit
- ADEL - Account Delegate
- AEAM - Asset Elimination Account Matrix
- AELC - Asset Equipment Loan Code
- AEOC - Asset Elimination Object Code
- AGCY - Agency

[Select all](#) [Deselect all](#)

Search by Action Taken Organization

Keywords: Type one or more keywords separated by spaces.

Search by Document Number

Keywords: Type one or more keywords separated by spaces.

Workload Action Report

- Review KFS eDoc actions (approve, disapprove, saved, complete, etc.) being taken on KFS documents by UCInetID and doc type within a period
- Drill down to view detailed KFS document information

[Back](#)

Show Summary

☒ Action Taken Principal Name and by Action Taken Code
☐ Action Taken Principal Name and Doc Type

Show Action Taken Year

☐ Yes
☒ No

Action Taken Principal Name and by Action Taken Code

Period: On or after May 1, 2024 Roll up Org: 8009 - ACCOUNTING AND FISCAL SERVICES Org: ALL Doc Number: ALL
 Principle Name: ALL
 Workflow Actions: ALL
 Doc Types: ALL

	SAVED	COMPLETE	ACKNOWLEDGE	BLANKET APPROVE	CANCEL	DISAPPROVE	FYI	LOG MESSAGE	RETURN TO INITIATOR	Super User Actions	APPROVE	Total
Aaron Christ	14	14									32	60
Alyssa F. Bus	49	35	7	25			41				1	158
Amelia Callahan	1	1							23		132	157
Audrey Young	29	49		7	1		23					109
Cheryl Christy-John			11								3	14
Charles H. Huggins			79	5		6	1				25	116
Cheryl Adams		4	4	35			10				41	94
Christy H. Huggins	235	233			15		7	1				491
Christine Huggins	60	60		4	1		22					147
Christine Huggins							1				13	14
Christine Huggins	146	139			3							288
Chris H. Huggins	39	40		2			21					102

General Ledger: Campus Reports (cont'd)



General Ledger: Campus Reports (cont'd)

Organization Account Status

- Provides users with a quick-glance overview of account status by organization
- Query by the Roll-up Org (Parent Org)
- Useful for aligning Control Accounts with income
 - For FYE, Budget and actuals must have a variance of **zero**

Back

☒ W/ Encumbrance

☐ W/Out Encumbrance

☐ All Accounts

☒ Control Accounts

☒ FUND BALANCE

☒ INCOME

☒ EXPENSES

☐ Show Object Code

☒ Hide Object Code

Reprompt

UCI

Decision Support

KFS Organization Account Status Report

Org Code(s): 8000

This period is Open. The closing date for this period is 04/07/2023

Run Date/Time: 04/05/2023 8:43:10 PM

Page #: 1 of 7

Run by: Su Chen

Chart: IR

FY: 2023

As of Period: 09 - MAR. 2023

Accounting Category	Acctg Category	FY/ITD (B/N)	Control Account	Org	Account Number	Account Name	MTD Actuals	YTD Budget	YTD Actuals	Encumbrances	Variance
INCOME / FUND BALANCE	FUND BALANCE	B	UC66990	7592 - FMS - EE Admin. Ac. CONTROLS	UC66990	PLANT INVT. MAINT. INC. COMB	0.00	52,962.90	52,962.90	0.00	0.00
	INCOME	B		7592 - FMS - EE Admin. Ac. CONTROLS	UC66990	PLANT INVT. MAINT. INC. COMB	167,335.36	0.00	1,968,064.83	0.00	1,968,064.83
	UC66990 - Summary						167,335.36	52,962.90	2,021,027.73	0.00	1,968,064.83
	FUND BALANCE	B	UC66991	7005 - FMS - EE Admin. Ac. CONTROLS	UC66991	PLANT INVT. MAINT. INC. COMB	0.00	0.00	0.00	0.00	0.00
	FUND BALANCE	B	UC66995	7005 - FMS - EE Admin. Ac. CONTROLS	UC66995	FAC MAINT. INVT. MAINT. INC. COMB	0.00	2,852,578.03	2,852,578.03	0.00	0.00
	INCOME	B		7005 - FMS - EE Admin. Ac. CONTROLS	UC66995	FAC MAINT. INVT. MAINT. INC. COMB	0.00	(3,940.75)	(3,940.75)	0.00	0.00
	UC66995 - Summary						0.00	2,848,637.28	2,848,637.28	0.00	0.00
	INCOME / FUND BALANCE - Summary						167,335.36	2,901,600.18	4,869,665.01	0.00	1,968,064.83
EXPENSES	EXPENSES	B	UC12900	7005 - FMS - EE Admin. Ac. CONTROLS	GE12970	642905.19900 FMS - EE Admin. Ac. CONTROLS	0.00	0.00	344.63	0.00	(344.63)
	EXPENSES	B		7005 - FMS - EE Admin. Ac. CONTROLS	GE12971	642974.19900 FMS - EE Admin. Ac. CONTROLS	9,296.23	154,437.13	77,695.08	0.00	76,742.05
	EXPENSES	B		7005 - FMS - EE Admin. Ac. CONTROLS	GE12974	642905.19900 FMS - EE Admin. Ac. CONTROLS	0.00	0.00	138.00	0.00	(138.00)

General Ledger: Campus Reports (cont'd)

Organization Account Status

- Change the prompts on the report page
 - All Accounts or Control Accounts Only
 - Show/Hide Object Codes
 - With or without Encumbrance

The screenshot shows the KFS Organization Account Status Report interface. At the top, there are several filter buttons: 'Back', 'W/ Encumbrance' (selected), 'W/Out Encumbrance', 'All Accounts' (selected), 'Control Accounts', 'FUND BALANCE' (checked), 'INCOME' (checked), 'EXPENSES' (checked), 'Show Object Code' (selected), 'Hide Object Code', and a 'Reprompt' button. Below these buttons, the UCI Decision Support logo is on the left, and the title 'KFS Organization Account Status Report' is in the center. Below the title, it says 'Org Code(s): 1000' and 'This period is Open. The closing date for this period is 04/07/2023'. On the right, there are fields for 'Run Date/Time', 'Page #:', and 'Run by:'.

- Find more information about working with this report on Financial Management Support website: <https://www.accounting.uci.edu/support/reports/organization-account-status.php>

General Ledger: Campus Reports (cont'd)

Object Code Balance Report


- Shows YTD Actuals by **Expense Object Code (object code type = EE/EX)**
- Helpful in reviewing department abnormal expense

[Back](#)
☒ Show Header

C&G Options:
☒ Non-C&G Accounts
☐ C&G Accounts Only
☐ All Accounts

Balance:
☒ Credits Only
☐ Debits Only
☐ All

Display:
☐ Balances
☒ Transactions



KFS Object Code Balance Report

FS019 Series
As of: 09 - MAR. 2023

Run Date/Time: 04/06/2023 6:00:14 PM
Page #: 1 of ?
Run by: Tia C. Davis

Chart: IR
Org: 7728
Org Name: UNIVERSITY OF CALIFORNIA, MERCED

Account: E110113
Object Code: 8350
Object Name: TRAVEL WITHIN U S AND POSSESSIONS

Org	Account	Sub-Acct	Control Account	Period	Consolidation	Object Level	Object	Origin	Doc Type	Doc No	Description	Doc Ref No	Project	OrgRefID	Org Doc No	Post Date	Ledger Entry ID	YTD Actuals
7728	E110113	-	UC3%16.2	07	TRVL	TRAV	8350	01	DEBIT	1901012723	TEM Imported Expense (1%)	-	-	0200020059	10790303	01/27/2023	127283017	\$480.81
7728	E110113	-	UC3%16.2	08	TRVL	TRAV	8350	01	DEBIT	19090502	(Pre-Exp) Sara Burke (1%)	-	-	-	T-000910	02/23/2023	120209117	(\$868.41)
7728	E110113	-	UC3%16.2	08	TRVL	TRAV	8350	01	DEBIT	19090723	(Pre-Exp) Steve Ramirez Moreno (1%)	-	-	-	T-000906	02/23/2023	120209111	(\$512.81)
7728	E110113	-	UC3%16.2	08	TRVL	TRAV	8350	01	DEBIT	19090754	(Pre-Exp) Jeffrey Zacks (1%)	-	-	-	T-000907	02/23/2023	120209114	(\$492.61)
7728	E110113	-	UC3%16.2	08	TRVL	TRAV	8350	01	DEBIT	19030911	(Pre-Exp) Lisa Mills (1%)	-	-	-	T-000908	02/27/2023	120309062	(\$582.48)

Change the prompts on the report page:

- C&G Options
- Balance > Credits Only to review abnormal balances
- Display > Transactions to view detailed transaction information

General Ledger: Campus Reports

KFS Decision Support

- Decision Support Data Loading
- KFS Reports Information
- Cognos Analytics (Cognos 11)
- DWQuery
- + DWQuery
- + Accounts Receivable
- + Action List and Pending Entries
- + Capital Asset
- + Chart of Accounts - Lookups
- + Chart of Accounts - Crosswalk (KFS/LegacyFS)
- General Ledger - Campus Reports**

General Ledger - Campus Reports

- Account Summary and Transactions
- Account Summary Report (FS0100/200)
- Anteater Financial - Org Ledger Summary**
- Anteater Financial - Sources & Uses**
- Award Balance Overview
- Contracts & Grants Accountant Lookup
- Contracts & Grants Aging Report
- Contracts & Grants Expirations**
- Contracts & Grants Overdrafts**
- COVID-19 Expense Tracker
- Organization Account Status
- Organizational Ledger Summary (FS0401-407)
- PALCard Auto Approved Report**
- Recharge Review Report
- Reconciliation-Account Log by Fiscal Officer
- UCI Trial Balance**
- Unclaimed Electronic Payments Report**
- Undistributed Check Payment Report**
- Undistributed Gift Funds**

General Ledger: Campus Reports (cont'd)

Contracts & Grants Expirations

- Shows awards with C&G End Date, Expense Variance and Unallocated Budget
- Change Award End Date on the report page, click Run Button

UCI Decision Support

Contracts & Grants Expirations

Fiscal Year: 2023 As of Period: 09

Run Date/Time: 04/05/2023 4:37:49 PM
Page #: 1 of 7
Run by: Su Chen

Award Org or Org Rollup Code:

Primary Project Director UCINetID:

Award End Date From: Jan 1, 1900

Award End Date To: Apr 5, 2023

Show Active Awards

Run

Fund Number:

Fund Manager:

Show All Fund Managers

Award Org Rollup 03	Award Org	Sub Fund Type Code	Sub Fund Type	Award Type Description	C&G Fund Manager	UC Fund	Project Title	Award Active Indicator	Project Director	Project Director UCINetID	End Date	Expense Variance	Unallocated Budget
9019 HENRY SAMUEL SCHOOL OF ENGINEERING	7135 M&E FACILITY ACCOUNTS	PC	Private Contracts-Restricted	Subcontract - Fixed Price	Mary Geraldine Bones	77892	High-Resolution Genomic Characterization and Modeling for Efficient Prediction of Prognostic Biomarkers in Pancreatic Cancer	Y	Dimitri Papamatoschou	dpapamos	Apr 3, 2023	\$40,291.25	\$24,847.00
9010 SCHOOL OF MEDICINE	7465 UROLOGY	FC	Federal Government - Contracts	Contract - Cost Reimbursement	Rachel Nguyen	26724	CMA: Basic and Translational Mechanisms of Cancer Initiation of the Urothelium in Veterans Exposed to Carcinogens: Interception of Tobacco Smoking Related Bladder Cancer by an Epigenetic Approach	Y	Xuolin Xu	xxu	Apr 2, 2023	\$17,681.40	\$0.00
9005 OFFICE OF RESEARCH	7130 CAL INST FOR COM & INFO TECH	PC	Private Contracts-Restricted	Contract - Fixed Price	Griselda Duran	58741	SCC CalPlug Membership	Y	Guann Pyng Li	gpli	Apr 1, 2023	\$0.00	\$0.00
9010 SCHOOL OF MEDICINE	6106 DIVISION OF PHARMACOLOGY & HYPERENSION	PG	Private Grants-Restricted	Grant	Mary Geraldine Bones	40428	AAA Quality Improvement Registry for Hypertension and Cardiovascular Risk Factors in Ambulatory Care	Y	Eikamol Tantibattamo	etantiba	Apr 1, 2023	\$25,000.00	\$0.00

Contracts & Grants Overdrafts

- Shows awards that are in ITD Overdraft (Variance col.)
- Variance is hyperlinked to **Fund Summary Report**

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General Ledger: Campus Reports (cont'd)

Unclaimed Electronic Payments Report (L599)

- Shows unclaimed deposits to Bank of America as of report run date/time

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Decision Support

Claimed or Unclaimed:

☒ Show Unclaimed

☐ Show Claimed

☐ Show All

Unclaimed Electronic Payments Report

Showing all data as of Fiscal Year 2023 - Period 09 data as of: Apr 4, 2023, 8pm

This report shows unclaimed deposits to Bank of America (Account Number **0106)

Run Date/Time: 04/05/2023 3:09:38 PM

Page #: 1 of ?

Run by: See 4 Buttons

Contracts & Grants Undistributed Cash Deposits can be found on the [Undistributed Cash Deposits page](#).

If you see a Contracts & Grants deposit on this report, please contact griseld@uci.edu

If you identify a payment to claim, please process a GEC for the corresponding Entry ID. See this guide for details.

If a deposit is in a previous Fiscal Year, and is yours, please click on email General Accounting with all the supporting documentation to process this deposit.

Export to PDF

Export to Excel Data

Claimed Document	Document Number	Fiscal Year	Fiscal Period	Payer / Sender's Description	Org Ref ID / Bank Date	Transaction Date	Post Date	Entry ID	Ledger Amount
	13626442	2021	04	010 BANK OF AMERICA		03/12/18	Oct 29, 2020	Oct 29, 2020	96111769 (\$115.00)
	13626442	2021	04	010 BANK OF AMERICA		03/12/18	Oct 29, 2020	Oct 29, 2020	96111770 (\$115.00)
	13626442	2021	04	1/CANONICAL ACADEMY, SEATTLE WA		04/15/19	Oct 29, 2020	Oct 29, 2020	96111771 (\$1,220.00)
	13626442	2021	04	1/CANONICAL ACADEMY, SEATTLE WA		9/24/19	Oct 30, 2020	Nov 2, 2020	96111772 (\$290.00)

Undistributed Gift Funds (L597)

- Shows gift funds that have not yet been distributed/released as of report run date/time

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Decision Support

Undistributed Gift Funds

Showing all data as of Fiscal Year 2023 - Period 09 data as of: Apr 4, 2023, 8pm

This report shows transactions for L597, please contact University Advancement to claim a deposit

Run Date/Time: 04/05/2023 3:10:53 PM

Page #: 1 of ?

Run by: See 4 Buttons

Claimed or Unclaimed:

☒ Show Unclaimed

☐ Show Claimed

☐ Show All

Export to PDF

Export to Excel Data

If you identify a payment to claim, please contact University Advancement.

Claimed Document	Document Number	Fiscal Year	Fiscal Period	Payer / Sender's Description	Org Ref ID / Bank Date	Transaction Date	Post Date	Entry ID	Ledger Amount
	19111207	2023	08	012623JEONG MIN SOO JUNGAN	-	Feb 9, 2023	Feb 9, 2023	1278060645	(\$445.00)
	19115009	2023	08	011923BANK OF AMERICA	-	Feb 9, 2023	Feb 9, 2023	1278060646	(\$50.00)
	19115009	2023	08	012523BANK OF AMERICA	-	Feb 9, 2023	Feb 9, 2023	1278060647	(\$50.00)
	19081126	2023	07	0118023THE COMPANY OF BIOLOG	-	Jan 30, 2023	Jan 30, 2023	1271170908	(\$4,850.00)

General Ledger: Campus Reports (cont'd)

Undistributed Check Payment Report (L407)

- Provides undistributed checks tracked in object code L407 CL-Cash Received - Undistributed – Cashier
- Review check status: Claimed, Unclaimed, Returned or All Checks

Undistributed Check Payment Report

For Object Code(s): L407
Showing GL data starting from Fiscal Year 2025

Ledger Document Number	Document Type	Payer	Check Number	Check Date	Origin	Ledger Entry ID	Fiscal Period	Ledger Post Date	Ledger Transaction Date	2025	Total
00000002408655	DEPI	CANES UNCLAIMED22586	-	-	OP	149828035	01	2024-07-17	2024-07-17	10.00	10.00
00000002408655 Total										10.00	10.00
00000002412842	DEPI	LA.LGBT UNID 22706	-	-	OP	150822516	02	2024-08-05	2024-08-05	458.40	458.40
00000002412842 Total										458.40	458.40
00000002415428	DEPI	ST OF CA UNID 22826	-	-	OP	151720839	02	2024-08-16	2024-08-16	1,860.00	1,860.00
00000002415428 Total										1,860.00	1,860.00
00000002418495	DEPI	UNIV NEWENGLAND22898	531016	071124	OP	152033270	02	2024-08-27	2024-08-27	300.00	300.00
00000002418495 Total										300.00	300.00

General Ledger: Campus Reports (cont'd)

PALCard Auto Approved Report

- Review PALCard Documents (PCDO) that have been auto-approved by KFS System

Document Created Date Range
 From:
☒ Apr 1, 2025
☐ Earliest date
 To:
☐ May 6, 2025
☒ Latest date

Card Holder
 A JOHNSON
 A. SATHYANARAYANA
 AAKASH SHAH
 AARON ACOSTA
 AARON FAY
 AARON LEDRAY
 AARON MUNIZ
 AARON URESTI
 AARON WILBER

Report Tabs:

1. PCDO Notes Tab

Org Rollup 05 - Cardholder	Cardholder Name	Document Number	GEC Flag	Note Order	Note Post Date	Note Author Name	Note Text
8008 - ENVIRONMENTAL HEALTH & SAFETY	ASHLEY E. CAMPBELL	269424815	N	1	04/01/2025	Juanita Rodriguez	OSH 21010 RAD
	ASHLEY E. CAMPBELL	269424815	N	1	04/03/2025	Juanita Rodriguez	OSH 21010 TITLE 19
	ASHLEY E. CAMPBELL	269424815	N	1	04/07/2025	Juanita Rodriguez	OSH 21010 TITLE 19
	ASHLEY E. CAMPBELL	269424815	N	1	04/02/2025	Juanita Rodriguez	GF 11000 TITLE 19
	ASHLEY E. CAMPBELL	269424815	N	1	04/07/2025	Juanita Rodriguez	credit card inadvertently given by another depar order; see attached in image scanning tab

2. Doc GL Summary Tab

2. Doc GL Summary Tab

Total Amount:332.29

Has Notes?Y

Has GEC?N

[View KFS Document](#)

[View GL Details](#)

Cardholder info

Name:ASHLEY CAMPBELL

Org Rollup 03:9002 - DIV OF FINANCE/ ADMINISTRATION

Organization:7504 - EHS/GENERAL ADMINISTRATION

Default Account:RE 10109 779021 75041 EHS/GENERAL ADMINISTRATION (DEPT)

Document Number	Org Rollup 03	Org Code	Account Code	Object Type Code	Object Code	Ledger Entry ID	GEC Doc Nbr	Ledger Entry Transaction Description	Actuals Amount
269424815	9002 - DIV OF FINANCE/ ADMINIS	7506 - EHS/ENVIRONMENTAL & RAD	EXPENSE - 779021 75061 EHS/ENVIRONMENTAL & RAD	EX	4400 - POSTAGE MAIL SHIPPING	1670077503		FEDEX772802216188 aestrada 03/	32.29
EX - Total									32.29
9002 - DIV OF FINANCE/ ADMINISTRATION - Total									32.29
	9530 - CONTROL - PLANNING	7605 - BENEFITS	EXPENSE - 779021 76051 BENEFITS	AS	J235 - CA-DISBURSEMENT/PROCURE	1670077503		FEDEX772802216188 aestrada 03/	-32.29
AS - Total									-32.29
9530 - CONTROL - PLANNING - Total									-32.29

General Ledger: Campus Reports (cont'd)

Anteater Financial - Organizational Ledger Summary

- Designed for tracking and planning that compares financial plan (Budget) with actual financial activities (Actuals) over a specific period

Report Tabs:

1. By Budget Fund Group

Core vs Non-Core	Budget Fund Category Level 0	Object Category	Consolidation Code	2024			2025		
				YTD Budget	YTD Actuals	Variance w/o Encumbrance	YTD Budget	YTD Actuals	Variance w/o Encumbrance
Core	CORE CAMPUS SUPPORT	INCOME	INCO - INCOME	\$924,292,948.90	\$998,696,776.72	\$74,403,827.82	\$1,034,560,431.60	\$1,093,919,877.01	\$59,359,445.41
			RCHG - RECHARGES	\$58,381,802.23	\$47,780,840.25	(\$10,600,961.98)	\$70,567,014.16	\$53,751,731.18	(\$16,815,282.98)
			ICRC - INTERCAMPUS RECHARGES	\$22,638,418.56	\$12,279,737.56	(\$10,358,681.00)	\$2,448,730.28	\$6,497,417.77	\$4,048,687.49
			TRCD - TRANSFER - UCOP TRANS C..	\$157,035,161.11	\$9,314,041.38	(\$147,721,119.73)	\$192,642,394.16	\$31,567,867.16	(\$161,074,527.00)
			Total	\$1,162,348,330.80	\$1,068,071,395.91	(\$94,276,934.89)	\$1,300,218,570.20	\$1,185,736,893.12	(\$114,481,677.08)
		EXPENSES	SWGO - SALARIES & WAGES ACAD..	\$331,806,710.60	\$240,514,661.31	\$91,292,049.29	\$333,711,848.36	\$250,439,046.49	\$83,272,801.87
			SWG1 - SALARIES & WAGES STAFF	\$242,415,488.21	\$146,750,942.16	\$95,664,546.05	\$243,129,841.29	\$194,756,735.14	\$48,373,106.15
			SWG2 - SALARIES & WAGES GENE..	\$48,410,341.71	\$93,064,906.44	(\$44,654,564.73)	\$45,055,787.44	\$99,363,287.51	(\$54,307,500.07)
			BENF - BENEFITS	\$211,899,993.52	\$201,415,133.63	\$10,484,859.89	\$230,662,627.83	\$178,196,145.40	\$52,466,482.43
			SUPL - SUPPLIES AND MATERIALS	\$42,170,341.89	\$14,276,953.70	\$27,893,388.19	\$67,554,557.78	\$19,895,366.22	\$47,659,191.56

2. By Object Category

Object Ca...	Consolidation Code	Fiscal Year					
		2024			2025		
		YTD Budget	YTD Actuals	Variance w/o Encu..	YTD Budget	YTD Actuals	Variance w/o Encu..
INCOME	INCO - INCOME	\$1,935,000,707.92	\$1,891,203,331.42	(\$43,797,376.50)	\$2,203,132,779.58	\$2,064,777,196.84	(\$138,355,582.74)
	RCHG - RECHARGES	\$364,573,822.90	\$274,903,170.80	(\$89,670,652.10)	\$428,135,566.62	\$304,853,195.10	(\$123,282,371.52)
	ICRC - INTERCAMPUS RECH..	\$26,505,177.19	\$13,513,819.36	(\$12,991,357.83)	\$7,710,681.97	\$10,559,958.48	\$2,849,276.51
	TRCD - TRANSFER - UCOP TR..	\$145,186,390.57	\$104,693,452.13	(\$40,492,938.44)	\$241,431,765.91	\$188,082,827.52	(\$53,348,938.39)
	Total	\$2,471,266,098.58	\$2,284,313,773.71	(\$186,952,324.87)	\$2,880,410,794.08	\$2,568,273,177.94	(\$312,137,616.14)
EXPENSES	SWGO - SALARIES & WAGES ..	\$599,802,702.74	\$462,735,120.02	\$137,067,582.72	\$665,853,468.92	\$518,266,089.18	\$147,587,379.74
	SWG1 - SALARIES & WAGES ..	\$341,417,034.03	\$190,640,142.13	\$150,776,891.90	\$352,961,832.36	\$278,664,865.54	\$74,296,966.82
	SWG2 - SALARIES & WAGES ..	\$267,062,924.57	\$338,844,108.99	(\$71,781,184.42)	\$294,444,022.49	\$373,594,990.09	(\$79,150,967.60)
	BENF - BENEFITS	\$340,803,764.76	\$334,155,445.92	\$6,648,318.84	\$388,855,000.83	\$302,376,874.51	\$86,478,126.32
	SUPL - SUPPLIES AND MATE..	\$81,179,643.73	\$66,872,464.66	\$14,307,179.07	\$109,830,079.09	\$79,226,793.71	\$30,603,285.38
	EQUIP - EQUIPMENT	\$12,703,580.23	\$8,567,579.41	\$4,136,000.82	\$11,066,125.39	\$8,909,864.61	\$2,156,260.78
	TRVL - TRAVEL	\$2,681,544.02	\$15,596,614.13	(\$12,915,070.11)	\$1,756,682.61	\$16,283,093.96	(\$14,526,411.35)

General Ledger: Campus Reports (cont'd)

Anteater Financial - Sources and Uses

- A financial report that consolidates both budgeted and actual figures into a single column for streamlined analysis.
- Supports multi-year trend analysis, and clear representation of annual surplus, deficits, and carry forward balances.

Report Tabs:

1. Sources and Uses

Net Operating Expenses	Sources v Uses (S&U)	S&U Level 1	S&U Level 2 Ⓜ	2023			2024		
				CORE	NON-CORE	Total	CORE	NON-CORE	Total
Net Operating Expenses	Sources	Allocation	Allocation	\$26,161,070	(\$1,222,000)	\$24,939,070	\$30,644,693	(\$1,455,052)	\$29,189,641
		Actuals	INCO - INCOME	\$372,767	\$164,147,743	\$164,520,510	\$309,513	\$186,317,130	\$186,626,643
			RCRG - RECHARGES		(\$1,844,521)	(\$1,844,521)	\$1,096	(\$1,183,152)	(\$1,184,689)
			ICRC - INTERCAMPUS RECHARGES				\$44,000		\$44,000
		Total		\$26,533,838	\$178,938,892	\$205,472,730	\$30,999,303	\$177,635,514	\$208,634,816
	Uses	Salaries & Benefits	SWG1 - SALARIES & WAGES STAFF	\$10,402,917	\$28,991,566	\$39,394,482	\$11,408,028	\$32,772,781	\$44,180,809
			BENF - BENEFITS	\$4,368,067	\$14,387,736	\$18,755,804	\$5,608,486	\$17,779,897	\$23,388,384
		Other Oper Expenses	EQUIP - EQUIPMENT	\$5,541	\$664,589	\$670,130	\$0	\$1,737,392	\$1,737,392
			STUD - STUDENT AID	\$3,533,784	\$3,281,402	\$6,815,186	\$3,342,015	\$3,201,086	\$6,543,163
			UNAL - UNALLOCATED BUDGET	\$0	\$0	\$0	\$0	\$0	\$0
		Total		\$20,246,777	\$146,584,882	\$166,831,659	\$22,924,176	\$151,997,692	\$174,921,868
	Total			\$6,287,061	\$32,354,010	\$38,641,071	\$8,075,127	\$25,637,822	\$33,712,948
Previous Year Carryforward	Previous Year Carryforward	Previous Year Carryforwa..	Previous Year Carryforward	\$9,321,368	\$82,402,891	\$91,724,259	\$8,627,917	\$87,879,555	\$96,507,472
Grand Total				\$15,608,429	\$114,756,901	\$130,365,330	\$16,703,044	\$113,517,377	\$130,220,420

2. Previous Year Actuals Comparison
3. Multi Year Comparison
4. Uses

5. Top Uses
6. Year-Over-Year Trend
7. Ledger Entries

General Ledger: Campus Reports (cont'd)

UCI Trial Balance

- Lists the balances of all UCI's general ledger accounts at a specific point in time.
- Includes both revenue and expense accounts, as well as asset, liability, and equity accounts.

Verify Accuracy

total debits = total credits

Assist in Review

Identify abnormal
balances

Support Reporting

SNP/SRECNP

Report View

Summary

CCoA Account vs UC Fund

☒ CCoA Account

☐ UC Fund

CCoA Account Hierarchy

☒ CCoA Account Level A

☐ CCoA Account Level B

☐ CCoA Account Level C

☐ CCoA Account Level D

☐ Object Code

Exclude Cash Offset (CAOF)

N

YTD Actuals		2025			Total	Total
		IR		Total	Total	Total
UC Account Type	CCoA Account A	1000A - UNRESTRICTED	2000A - RESTRICTED EXPENDABLE	Total	Total	Total
Asset	10000A - CURRENT ASSETS	6,938,269.63	-31,026,003.11	-24,087,733.48	-24,087,733.48	-24,087,733.48
Equity	30000A - BEGINNING OF YEAR NET POSITION	-4,672,057.37	-	-4,672,057.37	-4,672,057.37	-4,672,057.37
Revenue	44000A - OTHER OPERATING REVENUE, NET	-2,658,108.65	-	-2,658,108.65	-2,658,108.65	-2,658,108.65
Expense	50000A - SALARIES AND WAGES	6,062,087.00	13,299,422.27	19,361,509.27	19,361,509.27	19,361,509.27
	50500A - PENSION BENEFITS	36,578.33	81,666.10	118,244.43	118,244.43	118,244.43
	50700A - OTHER EMPLOYEE BENEFITS	3,150,751.42	5,997,176.21	9,147,927.63	9,147,927.63	9,147,927.63
	52000A - SUPPLIES AND SERVICES	3,826,891.88	873,945.01	4,700,836.89	4,700,836.89	4,700,836.89
	53000A - OTHER OPERATING EXPENSES	9,894,116.72	3,803,477.04	13,697,593.76	13,697,593.76	13,697,593.76
	Expense - Total	22,970,425.35	24,055,686.63	47,026,111.98	47,026,111.98	47,026,111.98
	Expense - Recharges	73000A - RECHARGE SALES AND SERVICES	-22,578,528.96	6,970,316.48	-15,608,212.48	-15,608,212.48
Total		-	-	-	-	-

UCPath - KFS Suspense Account Audit

UCPath Decision Support

- Report Status
- Decision Support Data Loading
- UCPath Report Overview Recording
- UCPath Report "Quick Guide"
- ** As of 5/19/2023 **
- UCPath Tableau Help Guide
- UCPath Report Google Group
- UCPath DOPE vs KFS Reconciliation Tips Presentation

Payroll

Central Payroll Reports

- Pay Calendar Data (RUCI184)
- Payroll Processing (RUCI198)
- UCPath Balance Sheet (RUCI130)
- Union Deduction Report (RUCI126)

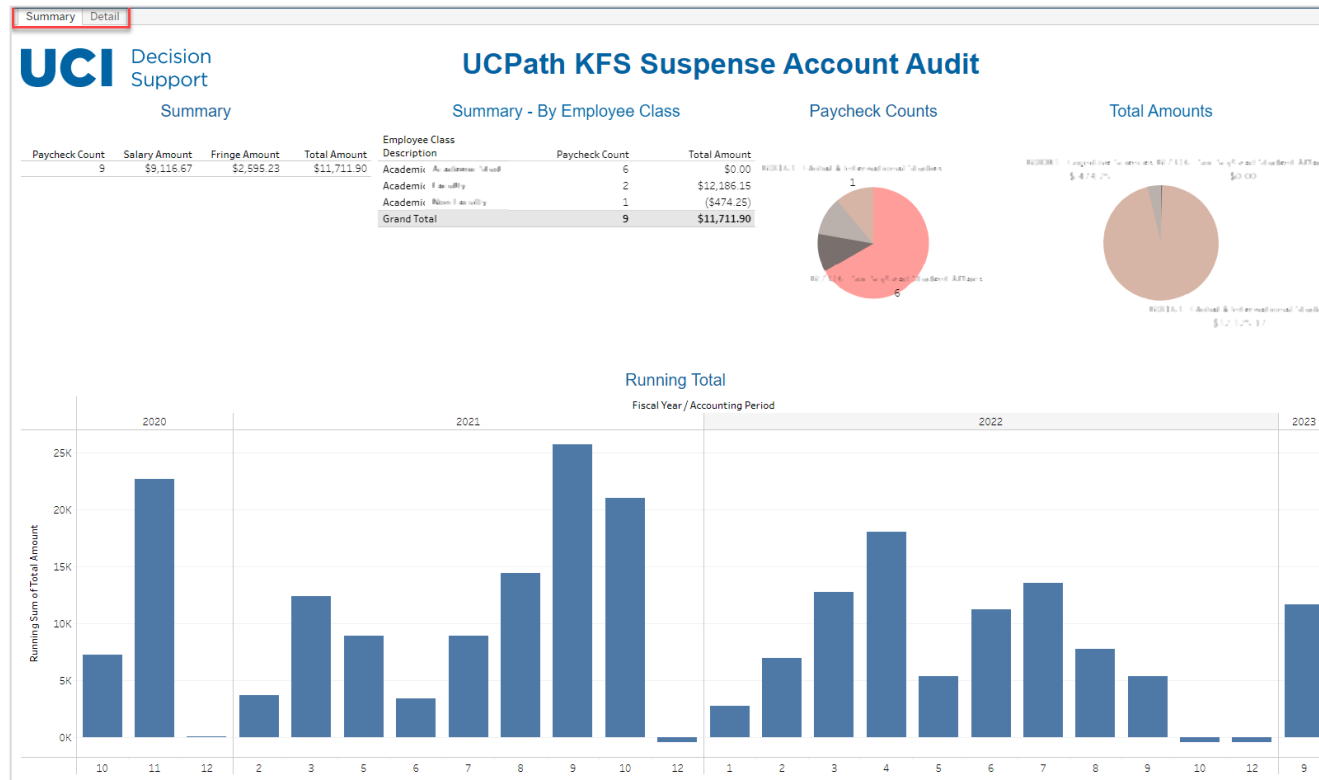
Central Payroll Reports - Sensitive

- Deduction Report (RUCI07)
- Taxes Report (RUCI99)
- COVID-19 Leave Expenses (RUCI128)
- Department Paycheck Report (RUCI124)
- Distribution of Payroll Expenses Report (RUCI04)
- Hours on Pay Status (RUCI31)
- KFS Suspense Account Audit (RUCI158)
- KFS Suspense Account Audit Dashboard
- No payroll activity >120 days (RUCI90)

UCPath - KFS Suspense Account Audit

KFS Suspense Account Audit Dashboard

- To clear outstanding suspense transactions using UCPath Salary Cost Transfer (SCT)
- Two tabs: Summary and Detail



UCPath - Distribution of Payroll Expense

UCPath DOPE Report

- Payroll Ledger
- Select all Biweekly Accrual Flags when reconciling DOPE report with KFS GL data
- See ZotPortal for "UCPath DOPE vs KFS Recon Tips Presentation"

UCPath Distribution of Payroll Expense Report (DOPE)

Report Type
☒ Simple
☐ Detail
Toggle Filter - KFS vs HR
☐ KFS
☒ HR

Accounting Date Year
2023

Accounting Date Period
1 - July
2 - August
3 - September
4 - October
5 - November
6 - December
7 - January
8 - February
9 - March
10 - April

Search by KFS Account Clear
Keywords:
Type one or more keywords separated by spaces.
 Search
[Options](#)
Results:

Insert ➔

Remove ⬅

Choice:

KFS Org or KFS Org Rollup Code
8009

Page Break
☒ Yes
☐ No

Biweekly Accrual Flag
☒ ☒ A - Accrual
☒ R - Accrual Reversal
[Select all](#) [Deselect all](#)

Sales and Services Units Auxiliary Enterprise

Trang Tran

What is an Auxiliary Enterprise?

Auxiliary Enterprises:

Are essentially self-supporting activities;

Provide non-instructional support to students, faculty, and staff;

Charge a specific user charge or fee

The general public may be served only incidentally by these enterprises.

Examples: Housing, Food Service, Parking, Student Center.

Adapted from [UC Policy BUS-72](#)

What is a Sales & Services Agreement?

Sales & Services Agreements:

Are used when a campus unit wishes to render a service or provide goods to a non-University user for which revenue is collected;

The furnishing department incurs expense to make available a product or service which is sold to the non-University user for an established price, or at a price based on an established standard pricing method.

Examples: Some School of the Arts productions, Passport Office, Thesaurus Linguae Graecae.

Adapted from UCI Policy 703-14.

What is Sales & Services Income?

Income without contractual requirements that is irrevocable should be recorded as a **gift**;

If the product or service is customized, income should be recorded as a **private contract or grant**;

If the product or service is standardized, income should be recorded as **sales & services income**.

Sales & services income should not be recorded as expense reimbursements.

Transfers To/From Reserves

July 15

Trang Tran

Auxiliary Reserve Transfers

Reserve Funds (Auxiliary Enterprises)

There may be specific circumstances for which the accumulation of reserves for future year expenses may be considered appropriate and in the best interest of the campus community. Example: Capital renewal/replacement.

Requests for transfers to/from reserves should be sent via Excel template to Accounting before **July 15**.

Non-Auxiliary Reserve Transfers

Fund# 76390

Recharge renewal & replacement reserves

Official recharge units only (Costing Policy and Analysis review)

Contact Costing Policy and Analysis first

Provide General Accounting the information to process the transactions before **July 15**

Online Resources

- Workshop slides available online later this week.
- Check the “KFS News and Announcements” Portlet on ZotPortal for deadlines.
- Email kfs@uci.edu if you have any more questions.
- Email afs-update+subscribe@uci.edu to sign up for the AFS Update Mailing List
- More information is available on the **Accounting and Fiscal Services** website:
www.accounting.uci.edu/fiscalclose/



Thank You!