

A stone wall sign for the University of California, Irvine. The sign is made of light-colored stone blocks and features the university's name in large, dark, serif letters. To the left of the main text is a circular seal of the University of California. The sign is set against a background of green trees and a clear blue sky. In the foreground, there is a field of tall, green grass.

University of California, Irvine

# Fiscal Year-End Close Workshop 2024

## Sales & Services Units / Auxiliary Enterprises

*Accounting & Fiscal Services*

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

# Housekeeping

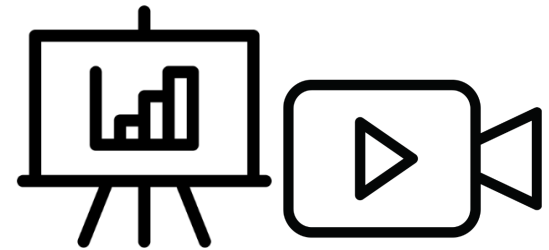
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Keep  
microphones  
muted



Ask questions using  
the Q&A feature



PPT slides and recording  
will be uploaded in the  
Accounting website

# Agenda

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- 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 – Debbie Kistler
- Decision Support – Su Chen
- Questions

# Accounting Highlights

Sheralin Klinthong

# Accounting Highlights – CCoA

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## Common Chart of Accounts (CCoA)



Effective July 1, 2023



All UC campuses and UC  
Office of President (OP)



Enhanced financial reporting,  
financial management, and  
ease in UC wide consolidation

# Accounting Highlights – CCoA (cont'd)

## CCoA Segments Illustration

	Entity	Fund	Account	Department	Function	Program
Level A	190A-Irvine	1000A-Unrestricted	52000A-Supplies and Services	9010-Claire Trevor Sch of Arts	43 – Academic Support	20A-CTSI
Level B	191B-UC Irvine Campus	1993B-UC General Funds	52200B-Supplies (Non-health)	8810-Acad Arts		201-Clinical Translation SCO INST (CTSI)
Level C	1911-UC Irvine Campus	1993C-UC General Funds	52250C-Printed Items Other Classroom Teach	8040-Art 8041-Dance 8042-Music		
Level D		19931 - UCOP Application Fees	52250D-Printed Items Other Classroom Teach			
Level E			536250-Books 536386-Serials/Subscription 538020-Books Serials Noninventorial			

KFS Attributes Roll Up to CCoA Segments Through Mapping

KFS Attribute:

Chart:  
IR

(KFS) Account:  
GU15518  
GU15524

Object:  
6250-BOOKS  
6386-SERIALS/SUBSCRI  
8020-BOOKS SERIALS

Org:  
8040-ART  
8041-DANCE  
8042-MUSIC

UAS:  
43081-  
Academic Admin

(KFS) Account  
Program Number

# Accounting Highlights – CCoA (cont'd)

## What are the significant impacts of the new CCoA?



### 1 New KFS Charts

- *Agriculture and Natural Resources (NR)*
- *Irvine Campus Housing Authority (TI)*
- *Campus Housing Foundation (TC)*



### 2 CCoA Mapping

Mapped (or created) KFS Accounts and Object Codes



### 3 New Attribute

Added **UC Program Number** per KFS Account (if applicable)



### 4 Recharges & Transfers

Reconciliation of **ALL** **intercampus and internal recharges**

- Be familiar with the “recharge” activities
- Use appropriate “recharge” object codes
- Timely reconciliation (central accounting)

**\* Central Accounting will reach out for questions or instructions to address unreconciled balances before fiscal close.**

# Accounting Highlights – MC Acquisition

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## UCIMC Pacific Coast Network



**Asset Acquisition in March  
2024 (from Tenet)**



**Four hospital locations rolling up  
to MC Chart**



**Acquisition accounting, integration  
of accounting process, and  
financial reporting**



# Accounting Highlights – Audit

## FYE 2024 Audit Scope

Location	Financial Statements		IT		Uniform Guidance	UCRS (Payroll Testing)
	University Campus/ Location	Medical Center	SFA - University Campus	Medical Center		
Berkeley	A				TBD	B
San Francisco		X		C	TBD	B
Davis		X		C	TBD	B
Los Angeles	A	X	*	C	TBD	B
Riverside			*		TBD	
San Diego	A	X	*	C	TBD	B
Santa Cruz					TBD	
Santa Barbara			*		TBD	
Irvine		X		C	TBD	B
Merced					TBD	
UCOP	X			C	TBD	



- X In-scope audit
- A Preliminary assessment - location subject to substantive testing of certain accounts
- B Preliminary assessment
- C Location subject to IT environment testing
- \* Gain an understanding of IT systems as they pertain to compliance -- student financial assistance (SFA)

Note - Preliminary assessments are not considered final until completion of the PwC planning process.

# 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
  - Expense recognized when earned rather than when paid
  - Restatement
  - Increased disclosures



### GASB No. 102 *Certain Risk Disclosures*

- 1 **Effective July 1, 2024**
- 2 Increased disclosures

### GASB No. 103 *Financial Reporting Model*

- 1 **Effective July 1, 2025**
- 2 TBD

### Uniform Grants Guidance 2024 Revision

- 1 **Effective October 1, 2024**
- 2
  - Policy changes (threshold)
  - Federal grant compliance requirements

# Fiscal Close Overview

EJ Tito

# What is an Auxiliary Enterprise?

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## 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?

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## 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?

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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.

# What is Fiscal Close?

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## 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 2023

<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	\$1,036,402	\$ 775,014	\$ 623,028	\$ 982,680	\$ 81,236	\$ 347,695	\$ 833,522	\$ 51,357	\$ 504,964	\$ 273,419	\$ 5,582		\$ 5,514,899
Grants and Contracts													
<b>Federal</b>	513,586	556,296	386,441	884,012	50,630	181,021	1,044,388	916,501	194,194	135,411	26,076		4,888,556
<b>State</b>	98,686	160,942	25,897	119,791	43,745	17,861	64,872	133,139	9,755	12,841	106,065		793,594
<b>Private</b>	243,133	196,646	128,208	359,539	2,553	44,047	384,957	512,716	67,237	39,033	6,894		1,984,963
<b>Local</b>	7,062	18,723	3,474	89,926	3,114	2,906	29,353	283,455	1,425	2,060	7,781		449,279
Medical Centers <sup>1</sup>		3,440,273	1,987,514	3,685,142			3,256,426	6,832,988					19,202,343
Educational Activities	125,123	588,144	584,049	3,075,811	329	46,483	1,044,450	360,164	9,974	36,600	18,737		5,889,864
Auxiliary Enterprises	207,937	117,814	256,410	523,748	49,379	119,327	227,472	66,375	161,182	121,028	265		1,850,937
Department of Energy Laboratories												1,147,115	1,147,115
State Educational Appropriations	530,401	560,210	419,677	673,521	255,094	392,583	496,852	273,192	290,457	264,926	230,425		4,387,338
Direct Government Grants	3,429	19,250	3,076	6,277	24,191	4,019	54,702	616	9,275	3,040	(1)		127,874
Private Gifts	414,062	112,333	55,583	391,387	1,892	16,812	188,358	483,341	89,269	28,720	43,878		1,825,635
Investment Income	200,571	102,614	104,294	269,589	12,172	33,656	145,755	128,703	28,376	14,743	(34,516)		1,005,957
Other Revenues <sup>A</sup>	120,809	86,969	55,975	202,932	13,155	58,554	175,992	44,984	34,790	20,073	260,169		1,074,402
<b>Total Revenues</b>	<b>\$3,501,201</b>	<b>\$6,735,228</b>	<b>\$4,633,626</b>	<b>\$11,264,355</b>	<b>\$537,490</b>	<b>\$1,264,964</b>	<b>\$7,947,099</b>	<b>\$10,087,531</b>	<b>\$1,400,898</b>	<b>\$ 951,894</b>	<b>\$ 671,355</b>	<b>\$1,147,115</b>	<b>\$ 50,142,756</b>

<sup>1</sup> Includes State Hospital Fee Grants received by medical centers.

<sup>A</sup> 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 2023

<i>(In thousands of dollars)</i>	Berkeley	Davis	Irvine	Los Angeles	Merced	Riverside	San Diego	San Francisco	Santa Barbara	Santa Cruz	Systemwide & ANR <sup>1</sup>	DOE Labs	Total
Instruction	\$ 987,126	\$1,272,755	\$1,066,296	\$ 3,337,430	\$ 90,079	\$ 423,692	\$1,051,167	\$ 366,703	\$ 407,248	\$ 247,255	\$ 828,336		\$ 10,078,087
Research	718,569	657,717	362,863	1,035,976	42,979	156,676	1,123,222	1,426,763	221,229	150,605	475,939		6,372,538
Public Service	94,739	123,302	13,803	233,720	8,719	8,802	33,289	229,966	14,957	50,696	217,131		1,029,124
Academic Support	138,455	240,312	338,520	1,263,083	37,925	44,945	865,390	348,578	110,498	62,219	451,719		3,901,644
Student Services	347,974	205,406	124,776	209,889	39,307	112,669	215,678	30,329	109,235	118,803	84,083		1,598,149
Institutional Support	391,141	154,283	102,974	324,962	99,341	85,751	148,500	262,468	66,377	72,465	305,315		2,013,577
Operation & Maintenance of Plant	126,593	135,460	77,343	133,590	26,033	54,648	270,565	145,227	62,379	55,488	54,640		1,141,966
Student Financial Aid	142,915	99,905	121,253	151,270	21,181	79,641	71,822	23,749	112,079	39,251	1,113		864,179
Medical Centers		3,464,502	1,758,076	3,129,355			3,093,495	6,683,737			88,931		18,218,096
Auxiliary Enterprises	175,554	146,191	153,378	468,550	58,864	104,677	332,981	35,979	125,331	124,479	67,006		1,792,990
Depreciation & Amortization	278,122	345,864	266,154	548,813	85,983	103,818	463,206	446,792	91,797	74,157	124,992		2,829,698
Interest Expense	105,197	115,822	142,828	197,991	45,306	37,697	189,939	243,282	37,286	32,167	11,128		1,158,643
Department of Energy Laboratories												\$1,104,266	1,104,266
Other Expenses	8,862	4,310	37,222	72,191			3,054	4,618	16,674	581	77,118		224,630
<b>Total</b>	<b>\$3,515,247</b>	<b>\$6,965,829</b>	<b>\$4,565,486</b>	<b>\$11,106,820</b>	<b>\$555,717</b>	<b>\$1,213,016</b>	<b>\$7,862,308</b>	<b>\$10,248,191</b>	<b>\$1,375,090</b>	<b>\$1,028,166</b>	<b>\$ 2,787,451</b>	<b>\$1,104,266</b>	<b>\$ 52,327,587</b>

<sup>1</sup> 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

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- **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 2023-24 Fiscal Close



Review campus fiscal close letter



Key due dates this year are similar to 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 End (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 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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	1	2	

- **August 2** – June (FY23-24) Final  
*Subject to change depending on receipt of STIP JE from OP.*
- **August 7** – July (FY24-25) Close

# Fiscal Close: What to Expect

Trang Tran


# Keep in Mind These Important Dates


Date (Time)	Deadline
June 28	TouchNet Marketplace Transactions (received pmt from registration/outside)
June 28 (1 p.m.)	Deposits: COD (Campus Online Deposit) or CR (Cash Receipt system-MC)
June 28 (1 p.m.)	CCR (Credit Card Receipt-Campus & MC)
June 28 (1 p.m.)	Last day for CBSO (Campus Billing System online) Invoices for FY2024
June 28 (1 p.m.)	Last day for KFS AR Invoices for FYE2024
July 1	Last day to initiate KFS Maintenance Changes <ul style="list-style-type: none"> <li>Resumes July 31</li> </ul>
July 9 - July 15	Accruals/Deferrals (YEDA) <ul style="list-style-type: none"> <li>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.</li> </ul>
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 :


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**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

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- **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

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- **July 15** is the last day for Fiscal Period 12 FINAL KFS initiated documents:

Auxiliary Vouchers (AV)

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

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- 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.

# Processing Accruals & Deferrals (Year-to-Date Funds)

EJ Tito

# Why Accruals & Deferrals?

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- 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

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**Accrual / Deferral**



**Budget / Appropriation**

# Recording Accruals & Deferrals

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- [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 MAABO/unit director 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	ACTIONS
<input type="text" value="MyMAABO"/>	<input type="text" value="APPROVE"/>	<input type="button" value="ADD"/>

AD HOC GROUP REQUESTS

* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	<input type="text" value="APPROVE"/>	<input type="button" value="ADD"/>

### ROUTE LOG

Submit Save Reload Close Cancel

# What Needs to be Accrued?

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- **Income**

Income related to an activity for **FY2023-24** but recorded in **FYE2025 and future years**.

- **Expense**

Expenses for goods & services received in **FY2023-24** but recorded in **FYE2025 and future years**.

- **Recharge**

EE type expenses for activity incurred in June 2024 must be submitted by **July 8** to be recorded by **July 10**.

Under **exceptional circumstances**, systems will process YERA recharges on **July 9 and 10** for activity incurred in June 2024.



# Income Accrual (YEDA)

Income submitted for services rendered in FY2023-24 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 # 1xxxxx  
Vendor: ANTEATER MEDICAL SUPPLIES  
Goods Received by: **6/30/24**  
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
<b>IR</b> UC IRVINE	<b>SSxxxxx</b> 40xxxx-6xxxx Account Name INST-EDUCATIONAL ACTIVITY ME...		<b>8160</b> SUPPLIES MEDICAL

1

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

ACTIONS TAKEN					
	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	ANTEATER INITIATOR		09:22 AM 02/24/2021	
<input type="button" value="Show"/>	COMPLETED	ANTEATER INITIATOR		10:57 AM 04/09/2021	

PENDING ACTION REQUESTS				
	Action	Requested Of	Time/Date	Annotation
<input type="button" value="Show"/>	IN ACTION LIST APPROVE	ANTEATER FISCAL OFFICER 1	10:57 AM 04/09/2021	KFS-SYS Fiscal Officer
<input type="button" value="Show"/>	IN ACTION LIST APPROVE	ANTEATER FISCAL OFFICER 2	10:57 AM 04/09/2021	KFS-SYS Fiscal Officer
<input type="button" value="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?

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- **Income**

Income received in **FY2023-24** but relates, corresponds or supports activity that is not earned until **FY2024-25 and future years**.

- **Expense**

Expenses that are paid in **FY2023-24** for goods & services that are not yet delivered or performed until **FY2024-25 and future years**.

# Income Deferral (YEDA)

- Summer Program – revenue received in June 2024, but program will start in **FYE2025**.
- Conferences – registration revenue received in June 2024, but conference event will be held in **FYE2025**.

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	SSxxxxx 40xxxx-6xxxx 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, 2024.

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
<b>1</b> IR UC IRVINE	<b>SFXXXXX</b> 40xxxx-2xxxx Account Name INST-OTHER STUDENT FEES		<b>8165</b> SUPPLIES TEACHING

# Intercampus Expense Transfers (ICT)

Due to General Accounting  
by 4 p.m. on June 28

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 :

- 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

## 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...
							<b>TOTAL: (18,377.44)</b>	

**Intercampus Transfer (ICT) eDoc Guide:**  
<https://accounting.uci.edu/support/guides/ict/>

# 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
<b>INCOME</b>									
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	UCXXXXX Control Account Control Account Information		Rxxx INCOME FROM FEES				500,000.00	
LINE DESCRIPTION								
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



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



DECISION SUPPORT

## 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
<b>INCOME</b>									
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
<b>OS10315 405162-66574 SURGERY-ORTHOPEDECS</b>						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
<b>7459 ORTHOPEDIC SURGERY</b>						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
<b>UC66574 INCOME</b>						\$0.00	\$23,607.04	\$162,910.04	\$139,303.00
<b>EXPENSES</b>									
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDECS	BENF		\$0.00	\$0.00	(\$393.96)	\$393.96
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDECS	SUPL		\$0.00	\$0.00	\$12,584.18	(\$12,584.18)
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDECS	GENX		\$0.00	\$0.00	\$91,598.03	(\$91,598.03)
UC66574	7459	OS10315	405162-66574 SURGERY-ORTHOPEDECS	UNAL		\$0.00	\$87,230.33	\$0.00	\$87,230.33
<b>OS10315 405162-66574 SURGERY-ORTHOPEDECS</b>						\$0.00	\$87,230.33	\$103,788.25	(\$16,557.92)
<b>7459 ORTHOPEDIC SURGERY</b>						\$0.00	\$87,230.33	\$103,788.25	(\$16,557.92)
<b>UC66574 EXPENSES</b>						\$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
<b>INCOME</b>									
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

# Transfers To/From Reserves

July 15

Trang Tran



# Auxiliary Reserve Transfers

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## 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**

# 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 date range selector with "10 - APR. 2021" and "11 - MAY 2021" and a downward arrow. Below this, there is a section titled "Sub Account" in a dark blue header. Underneath, there is a dropdown menu with "DO NOT INCLUDE SUB ACCOUNTS" and a downward arrow. A red box highlights the "INCLUDE SUB ACCOUNTS" option, which is currently selected and highlighted in blue. Below this, there is another dropdown menu with "DO NOT INCLUDE SUB ACCOUNTS" and a downward arrow.

# Accounts Payable / Disbursements & Travel

Tanya Harris

# Vendor Onboarding

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- 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](mailto:accounts-payable@uci.edu)
- Invoices for FY2023-24 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

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- 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 has 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](mailto:accounts-payable@uci.edu) for invoice questions.
- Email to [vendor-coordinator@uci.edu](mailto:vendor-coordinator@uci.edu) for vendor onboarding questions.



# PREQ: Process for 2023-24

---

- 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.
- **In the past:** PREQs would post to the ledger after AP processed them – regardless of whether they were FINAL or not.
- **Currently:** PREQs must be FINAL to post to the ledger.

# TEM and DV

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- 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 14** to be recorded as expenses for FY2023-24.
- Continue to initiate your documents after June 14 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>
- For Travel Fiscal Close Questions contact [travel-accounting@uci.edu](mailto: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 request and redaction 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>

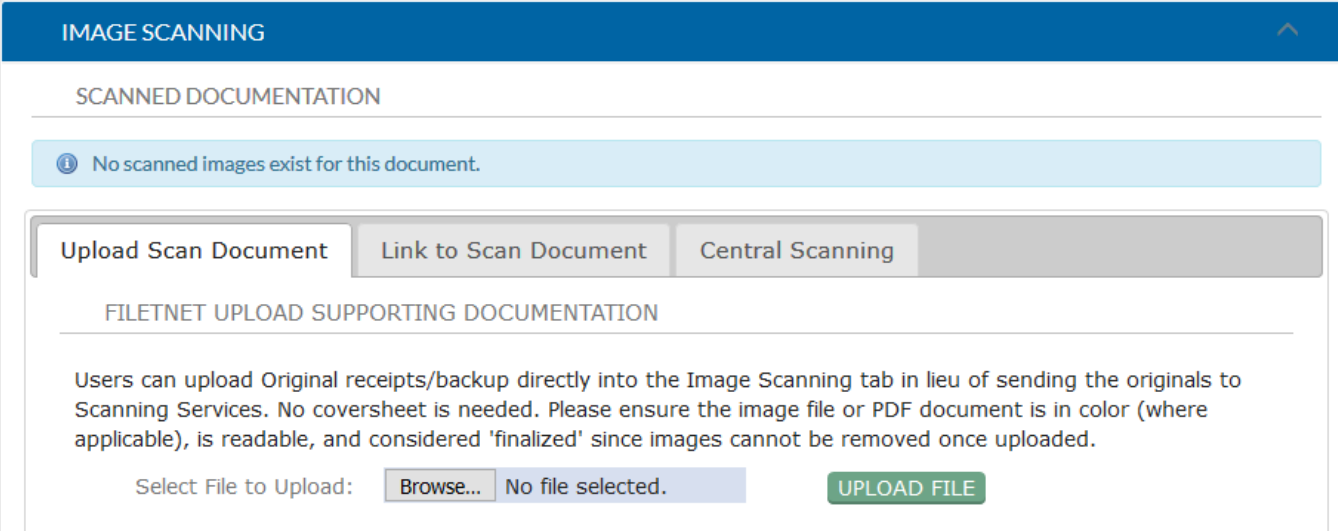


IMAGE SCANNING

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:  No file selected.

# Encumbrances & Procurement

Melissa Lee

# Encumbrances

---

- Encumbrances are established by
  - Purchase Orders
  - Travel Authorizations
  - 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

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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: Blank out Bal type to see all encumbrance types on an Account/Org

Open Encumbrance Lookup

Fiscal Year: 2024

Chart Code: IR

Organization Code: [ ]

Account Number: PR10990

Sub-Account Number: [ ]

Object Code: [ ]

Sub-Object Code: [ ]

Balance Type: EX

Document Type: [ ]

Origin Code: [ ]

Reference Document Number: [ ]

Include Pending Ledger Entry:  No  Approved  All

UC Location Code: [ ]

UC Account Number: [ ]

UC Fund Number: [ ]

Include Zeroed Out Encumbrances:  Include  Exclude

Search Clear Cancel

Fiscal Year	Chart Code	Organization 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
2024	IR	6225	PR10990	----	8090	---	EX	PO	01	416787	AIRGAS USA, LLC	215.50	209.06	6.44

# Encumbrance Report

The screenshot displays the UCI Zot!Portal interface. At the top, there is a search bar with the text "Enter search terms" and a magnifying glass icon. Below the search bar, there are radio buttons for "Portal" and "UCI". The main navigation bar includes "Faculty & Staff" and "Student" tabs, and a yellow bar with menu items: "Main", "Applications", "Work/Life", "Facilities/Safety", "Research", "Finances/KFS", and "Decision Support". The "Decision Support" item is highlighted with a red box. Below this, the "KFS Decision Support" section is visible, with an "Options" dropdown and "Expand All | Collapse All" links. A list of reports is shown, including "Cognos Analytics (Cognos 11)", "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", and "Fund Summary Report (FS0150)". The "Encumbrance Report" item is highlighted with a red box, and a red arrow points to the "General Ledger - Campus Reports" parent item.

# 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](#)  
Diction   
Results:  [Insert](#) [Remove](#)  
[Select All](#) [Deselect All](#)

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

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

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

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

# Encumbrance Carry Forward

---

## Encumbrance Carry Forward *before 7/15/24*:

- 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 2023-24 Fiscal Year-End Close Information & Dates email, for full deadlines & details.

## Special Procurement Deadlines:

- Last Day to submit FY 2023-24 High Value/Risk PO & PO Amends to Central Procurement: **June 3**
- Last Day to submit a PO Close request to Central Procurement: **June 21**
- Last Day to close fulfilled Low Value POs: **June 30**
- All PO & PO Amends must be final on **June 30** to post to the 2023-24 Fiscal Year.
  - Submit Early! Department & central approvals take time.

# Procurement Deadlines

---

## Special PALCard Deadlines:

- Last PALCard Feed from US Bank for FY 2023-24: **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 2 days before, to allow approval time/processing.
- PCDOs for FY2024-25 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 2025)
  - To post-back to June/Period12, you will be required to change the Fiscal Year in KFS Ledger Lookups (Change to JUN24PER12)
- **Change the Selected Posting Period of the GEC.**
  - GEC will default to June upon creation but can easily be changed to July.

DOCUMENT OVERVIEW

OVERVIEW

\* Description :  Explanation : \*

Organization Document Number :

FINANCIAL DOCUMENT DETAIL

Total Amount :

\* Accounting Period : JUN24PER12 ▾

JUN24PER12

JULY 2024

GL ENTRY IMPORTING

General Ledger Entry Lookup

Fiscal Year:

2024

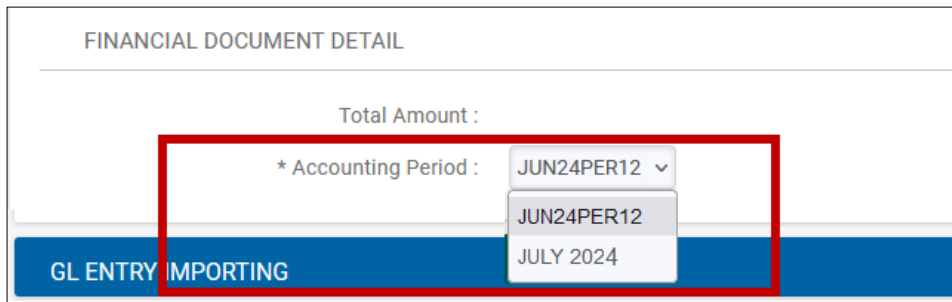
Chart Code:

IR

# Procurement/AP Corrections (GEC)

- **GECs with Capital Assets should be fully approved by July 12!**
  - **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 **JUN24PER12** is selected for Accounting Period!!



The screenshot shows a web interface for "FINANCIAL DOCUMENT DETAIL". It includes a "Total Amount :" field and a "\* Accounting Period :" dropdown menu. The dropdown menu is open, showing three options: "JUN24PER12" (selected), "JUN24PER12", and "JULY 2024". A red box highlights the dropdown menu and its options. At the bottom of the interface, there is a blue bar with the text "GL ENTRY IMPORTING".

# Payroll Fiscal Closing Dates

Tammy Maciel

# Payroll Fiscal Closing Dates

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## June Monthly Time Reporting (TRS) Deadline

Leave Accrual Usage for M0 Pay End 05/31/24

Monthly-Hourly T&A for M0 Pay End 06/30/24

**Tuesday June 18, 12 noon**

- 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 06/22/24

**Tuesday June 25, 12 noon**

- TRS DTA Deadline
- TRS Auto-Approve Timesheet



# Biweekly Payroll Accruals

---

- Biweekly accruals will occur for the last 8 days (June 23 - 30)
- **July 3**
  - June Biweekly Accruals will reflect in the June FY2023-24 ledger.
- **July 17**
  - June Biweekly Accrual Reversals will be viewable in the July FY2024-25 ledger.

# UCPath

Debbie Kistler



# UCPath Monthly Payroll HR Actions

---

## June Monthly Payroll (M0 Pay End 06/30/24)

### UCPath - HR Actions Deadlines

#### Monday 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)

#### Friday June 21, 5 p.m.

- PayPath Actions
- Position Management
- Manage Job

# UCPath Bi-Weekly Payroll HR Actions

---

## June Bi-Weekly Payroll (B1 Pay End 06/22/24)

### UCPath - HR Actions Deadlines

#### Thursday June 20, 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 25, 5 p.m.

- PayPath Actions
- Position Management
- Manage Job

# Salary Cost Transfers

---

## Transferring Payroll Already Paid in FY 2023-24

- **July 4 at 5 p.m.** is the deadline for UCPATH Direct Retro Transfers. (**July 3 for high-risk Direct Retros**)
- **July 7 at 8 p.m.** is the deadline for UCPATH Salary Cost Transfers. (**July 6 for high risk SCTs**)
- Department Processors must submit Direct Retros and Salary Cost Transfers in UCPATH.
- Benefits must move with salary.
  - Only exception is Contract and Grant funds
- Submit a case to EEC ([eec.hr.uci.edu](http://eec.hr.uci.edu)) if you have questions.
  - Use the Accounting Payroll Inquiry Category.
  - Use Salary Cost Transfer in the Description Line.

# Decision Support

Su Chen

# Decision Support

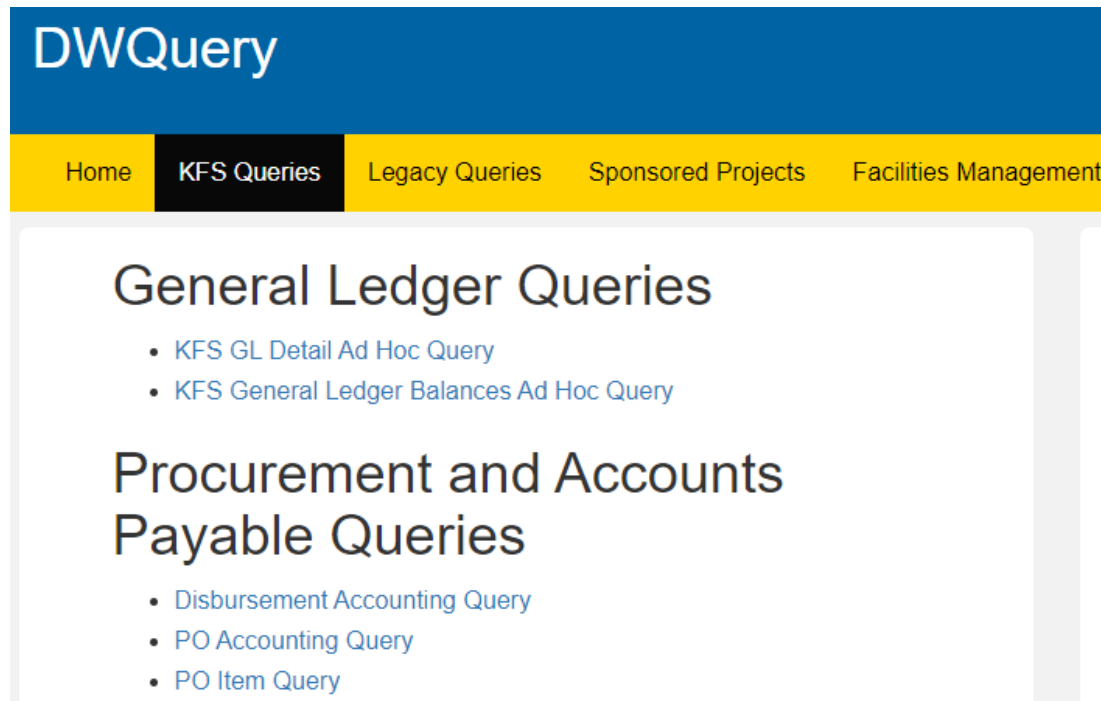
- Provides integrated, timely and documented data for reporting and analysis.
- ZotPortal: <https://portal.uci.edu/uPortal/f/decsupport/normal/render.uP>
- Access is based on roles and responsibilities
- VPN is required.

The screenshot shows the UCI Zot!Portal interface. At the top, there is a blue header with the UCI logo and 'Zot!Portal' text. A search bar is located on the right side of the header. Below the header is a navigation bar with several menu items: 'Main', 'Applications', 'Work/Life', 'Facilities/Safety', 'Research', 'Finances/KFS', and 'Decision Support'. The 'Decision Support' menu item is highlighted with a red box. Below the navigation bar, there are two main content areas. The left area is titled 'About Decision Support' and contains text explaining the system and its availability. The right area is titled 'KFS Decision Support' and contains a list of links and reports, including 'Decision Support Data Loading', 'KFS Reports Information', 'Cognos Analytics (Cognos 11)', 'DWQuery', 'Accounts Receivable', 'Action List and Pending Entries', 'Capital Asset', 'Chart of Accounts - Lookups', 'Chart of Accounts - Crosswalk (KFS/LegacyFS)', and 'General Ledger - Campus Reports'. The 'KFS Decision Support' title is also highlighted with a red box.

# Decision Support Tool: DWQuery

---

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



The screenshot shows the DWQuery website interface. At the top is a blue header with the text "DWQuery". Below the header is a yellow navigation bar with five menu items: "Home", "KFS Queries", "Legacy Queries", "Sponsored Projects", and "Facilities Management". The "KFS Queries" menu item is highlighted in black. Below the navigation bar is a white content area with the following structure:

- ## General Ledger Queries

  - [KFS GL Detail Ad Hoc Query](#)
  - [KFS General Ledger Balances Ad Hoc Query](#)
- ## Procurement and Accounts Payable Queries

  - [Disbursement Accounting Query](#)
  - [PO Accounting Query](#)
  - [PO Item Query](#)

# Decision Support Tool: DWQuery (cont'd)

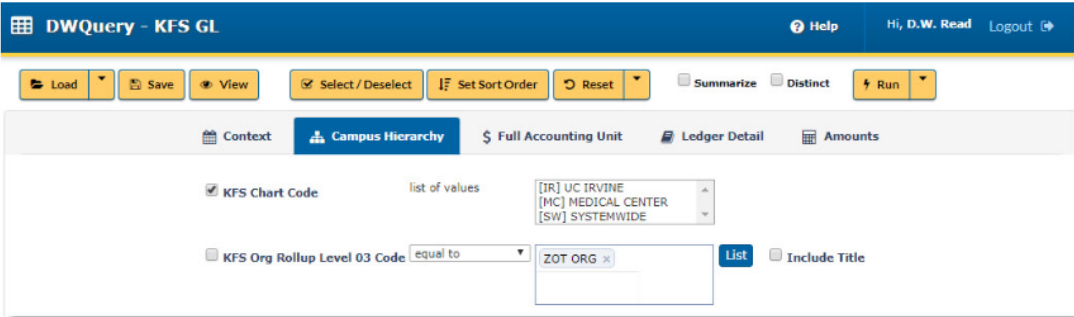
- DWQuery Functionality Guide

<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



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.

# 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 2024						
S	M	T	W	T	F	S
						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						

**DWH Daily Job Run (Mon – Fri except holidays)**  
 **DWH Additional Job Run**

July 2024						
S	M	T	W	T	F	S
	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			

**DWH Daily Job Run (Mon – Fri except holidays)**  
 **DWH Additional Job Run**



# DSS Reports for FYE Close

Action List and Pending Entries

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 - Central Reports

Chart of Accounts - Lookups

- 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
  - Other
  - Payroll

UCPath DSS Reports

# Chart of Accounts Lookup

- UC Common Chart of Accounts (CCoA)
- Provides CCoA mapping information
  - Object Codes
  - KFS Accounts
  - Department Level (KFS Account)
  - UC/FCCS Account Mapping

## Chart of Accounts - Lookups

- Account Lookup
- Award Lookup
- Chart of Accounts Inquiry
- New Budget Fund Groups Assignment
- Object Code Lookup
- Open Fund Control Accounts with Cost S
- Organizational Hierarchy
- Project Code Lookup
- TEM Profile Report
- UC Common Chart of Accounts**
- UCOP Tables - UC Fund Lookup

CCoA Level-Object Code UC Fund Level - KFS Account Dept Level-KFS Account UC/FCCS Account Mapping

Export to PDF Export to Excel Data



## 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	<a href="#">0000 - SALARIES ACADEMIC BUDGET</a>	Y
					501000 - SALARIES & WAGES ACADEMIC	IR	<a href="#">1000 - SALARIES &amp; WAGES ACADEMIC</a>	Y
						IR	<a href="#">DIS0 - Academic Discretionary Budget</a>	Y
						IR	<a href="#">MRT0 - Academic Merit Budget</a>	Y
						IR	<a href="#">PRM0 - Academic Promotion Budget</a>	Y
						IR	<a href="#">RET0 - Academic Retention Budget</a>	Y
						IR	<a href="#">RNG0 - Academic Range Budget</a>	Y

# Action List and Pending Entries

## Action List Report

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

UCI Decision Support

### Action List Approvals

Org or Org Rollup	Initiator UCINetID	Approval Requested UCINetID	Document Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Pending Entries Report

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

UCI Decision Support

### Pending Entries Report

Chart Code	Org or Org Rollup	Search by Control Account	Search by KFS Account
SW-SYSTEMWIDE IRVING MC-MEDICAL CENTER	<input type="text"/>	Keywords: Type one or more keywords separated by spaces. <input type="text"/> Search	Keywords: Type one or more keywords separated by spaces. <input type="text"/> Search
		Options Results: <input type="text"/> Choice: <input type="text"/> Insert Remove	Options Results: <input type="text"/> Choice: <input type="text"/> Insert Remove

KFS Decision Support

- Decision Support Data Loading
- KFS Reports Information
- Cognos Analytics (Cognos 11)
- DWQuery
- DWQuery
- Accounts Receivable
- Action List and Pending Entries**
  - Action List Report
  - Pending Entries Report
  - Workload Action Report

# 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](#)

### 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 Roll up Organization

Keywords:  Search

### Search by Action Taken Organization

Keywords:  Search

### Search by Action Taken Principal Name

Keywords:  Search

### Search by Document Number

Keywords:

## 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

**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
Agency	14	14									32	60
Agency - All	49	35	7	25			41				1	158
Agency - All (All)	1	1							23		132	157
Agency - All (All)	29	49		7	1		23					109
Agency - All (All)			11								3	14
Agency - All (All)			79	5		6	1				25	116
Agency - All (All)		4	4	35			10				41	94
Agency - All (All)	235	233			15		7	1				491
Agency - All (All)	60	60		4	1		22					147
Agency - All (All)							1				13	14
Agency - All (All)	146	139			3							288
Agency - All (All)	39	40		2			21					102

# General Ledger: Campus Reports

## Unclaimed Electronic Payments Report (L599)

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

**UCI Decision Support** **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 1 Items

Claimed or Unclaimed:  Show Unclaimed  
 Show Claimed  
 Show All

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 [grnseld@uci.edu](mailto:grnseld@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.

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
	<a href="#">13F25040</a>	2021	04	010 FHR A- 110	03/12/18	Oct 29, 2020	Oct 29, 2020	96151749	(\$115.00)
	<a href="#">13F25040</a>	2021	04	010 FHR A- 110	03/12/18	Oct 29, 2020	Oct 29, 2020	96151770	(\$115.00)
	<a href="#">13F25040</a>	2021	04	1/CASH/1188/ALUMINUM/ELKADIAN	04/15/19	Oct 29, 2020	Oct 29, 2020	96151771	(\$1,220.00)
	<a href="#">13L11341</a>	2021	04	1/CHEM/14/1000	9/24/19	Oct 30, 2020	Nov 2, 2020	96151086A	(\$290.00)

## Undistributed Gift Funds (L597)

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

**UCI 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 1/5/23, please contact University Advancement to claim a deposit

Run Date/Time: 04/05/2023 3:10:53 PM  
 Page #: 1 of ?  
 Run by: See 1 Items

Claimed or Unclaimed:  Show Unclaimed  
 Show Claimed  
 Show All

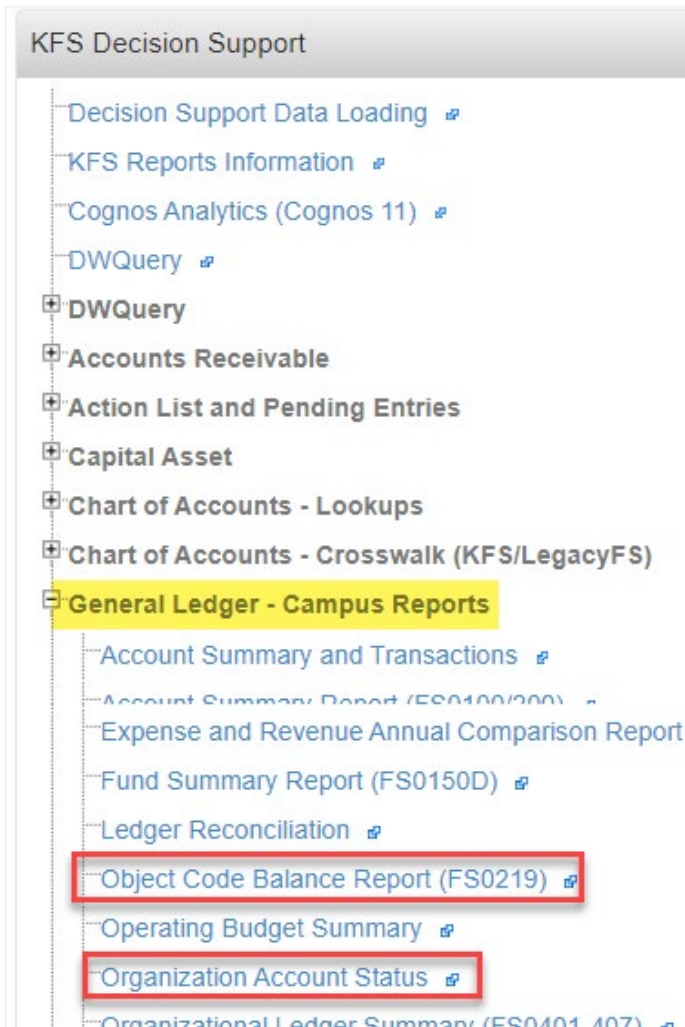
If you identify a payment to claim, please contact University Advancement.

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
	<a href="#">19111207</a>	2023	08	01/26/21/3/ONG-MIN-SOO-JUNGAN	-	Feb 9, 2023	Feb 9, 2023	1278986A4	(\$445.00)
	<a href="#">19115069</a>	2023	08	01/19/23 BANK OF AMERICA	-	Feb 9, 2023	Feb 9, 2023	1278986A6	(\$50.00)
	<a href="#">19115069</a>	2023	08	01/26/23 BANK OF AMERICA	-	Feb 9, 2023	Feb 9, 2023	1278986A3	(\$50.00)
	<a href="#">19281136</a>	2023	07	01/30/23 THE COMPANY OF BIOLOG	-	Jan 30, 2023	Jan 30, 2023	12711096B	(\$4,850.00)

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
  - Account Summary and Transactions #
  - Account Summary Report (FS0100/200) #
  - Account Transaction - Income and Expense (FS0100)
  - Award Balance Overview #
  - Contracts & Grants Accountant Lookup #
  - Contracts & Grants Aging Report #
  - Contracts & Grants Expirations #
  - Contracts & Grants Overdrafts #
  - Unclaimed Electronic Payments Report #**
  - Undistributed Gift Funds #**

# General Ledger: Campus Reports (cont'd)



**Organization Account Status**  
**Object Code Balance Report**

# 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**

Accounting Category	Acctg Category	FY/ITD (B/N)	Control Account	Org	Account Number	Account Name	MTD Actuals	YTD Budget	YTD Actuals	Encumbrances	Variance
<a href="#">INCOME / FUND BALANCE</a>	FUND BALANCE	B	<a href="#">UC66990</a>	7592 - FM	<a href="#">UC66990</a>	PLANT	0.00	52,962.90	52,962.90	0.00	0.00
	INCOME	B		7592 - FM	<a href="#">UC66990</a>	PLANT	167,335.36	0.00	1,968,064.83	0.00	1,968,064.83
<b>UC66990 - Summary</b>							<b>167,335.36</b>	<b>52,962.90</b>	<b>2,021,027.73</b>	<b>0.00</b>	<b>1,968,064.83</b>
	FUND BALANCE	B	<a href="#">UC66991</a>	7005 - FM	<a href="#">UC66991</a>	PLANT	0.00	0.00	0.00	0.00	0.00
	FUND BALANCE	B	<a href="#">UC66995</a>	7005 - FM	<a href="#">UC66995</a>	FAC	0.00	2,852,578.03	2,852,578.03	0.00	0.00
	INCOME	B		7005 - FM	<a href="#">UC66995</a>	FAC	0.00	(3,940.75)	(3,940.75)	0.00	0.00
<b>UC66995 - Summary</b>							<b>0.00</b>	<b>2,848,637.28</b>	<b>2,848,637.28</b>	<b>0.00</b>	<b>0.00</b>
<b>INCOME / FUND BALANCE - Summary</b>							<b>167,335.36</b>	<b>2,901,600.18</b>	<b>4,869,665.01</b>	<b>0.00</b>	<b>1,968,064.83</b>
<a href="#">EXPENSES</a>	EXPENSES	B	<a href="#">UC19900</a>	7004 - FM	<a href="#">GE12570</a>	642978	0.00	0.00	344.63	0.00	(344.63)
	EXPENSES	B		7004 - FM	<a href="#">GE12591</a>	642978	9,296.23	154,437.13	77,695.08	0.00	76,742.05
	EXPENSES	B		7005 - FM	<a href="#">GE12634</a>	642900	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

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): 1000

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

Run Date/Time  
Page #:  
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**
- 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: [User Name]

Chart: IR

Org: 7725

Org Name: UNIVERSITY OF CALIFORNIA & MEMORIAL

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
7725	E110113	-	UC3%162	07	TRVL	TRAV	8350	01	DEBIT	USU1912723	TEM Imported Expense (1%)	-	-	0240624659	10790303	01/27/2023	127213017	\$480.81
7725	E110113	-	UC3%162	08	TRVL	TRAV	8350	01	DEBIT	19295502	(Pre-Exp) Sara Banks (1%)	-	-	-	T-004930	02/23/2023	126249117	(\$868.41)
7725	E110113	-	UC3%162	08	TRVL	TRAV	8350	01	DEBIT	19400733	(Pre-Exp) Steve Ramirez Moreno (1%)	-	-	-	T-004930	02/23/2023	126249111	(\$512.81)
7725	E110113	-	UC3%162	08	TRVL	TRAV	8350	01	DEBIT	19400754	(Pre-Exp) Jeffrey Zacks (1%)	-	-	-	T-004930	02/23/2023	126249114	(\$492.61)
7725	E110113	-	UC3%162	08	TRVL	TRAV	8350	01	DEBIT	19432911	(Pre-Exp) Lisa Mills (1%)	-	-	-	T-004930	02/27/2023	126300052	(\$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

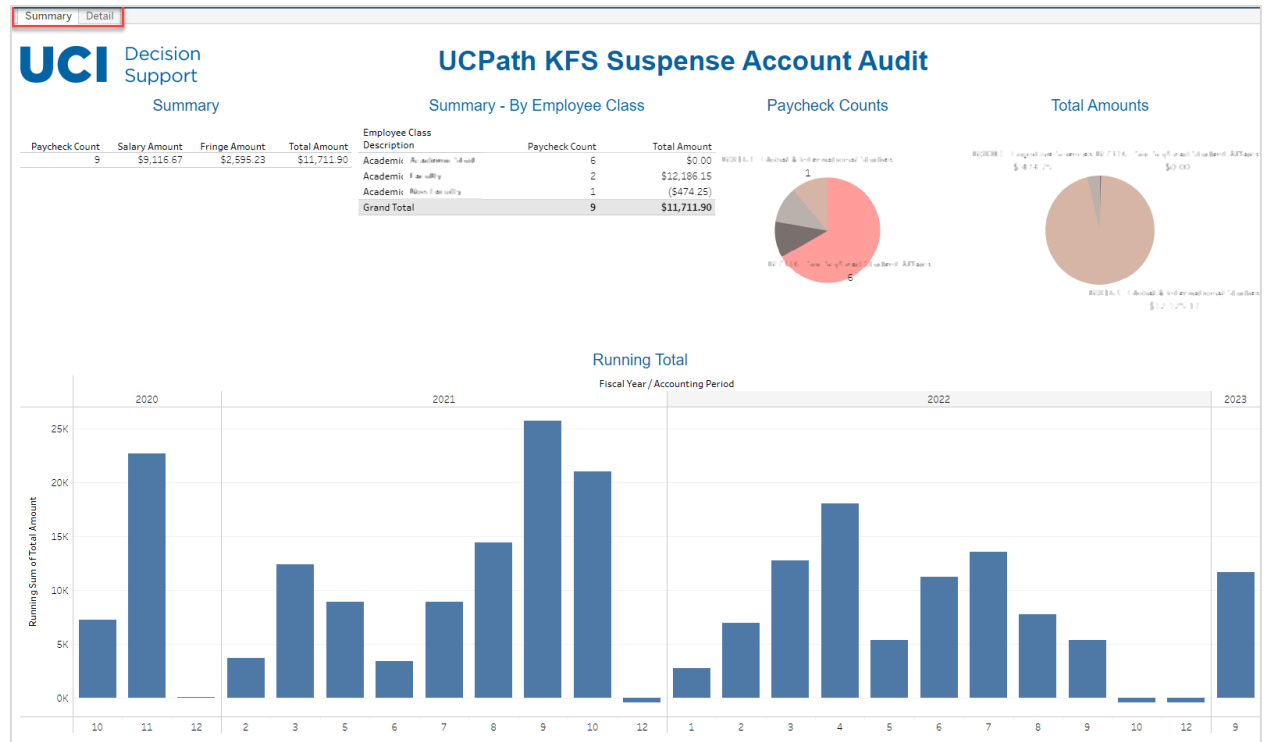
# UCPath - KFS Suspense Account Audit

## KFS Suspense Account Audit Dashboard

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

UCPath Decision Support

- Report Status
- Decision Support Data Loading
- UCPath Report Overview Recording
- UCPath Report "Quick Guide"
- UCPath Report Guide
- \*\* As of 8/7/2020 \*\*
- Subscribe to UCPath Report Mailing List
- UCPath DOPE vs KFS Reconciliation Tips Presentation
- Absence
- Benefit
- Budget
- Compensation
- Dashboards
- Employee
- Job
- Other
- Payroll**
  - Central Payroll Reports
  - Central Payroll Reports - Sensitive
    - 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**



# 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 Decision Support

- Report Status #
- Decision Support Data Loading #
- UCPath DOPE vs KFS Reconciliation Tips Presentation
- Absence
- Benefit
- Budget
- Compensation
- Dashboards
- Employee
- Job
- Other
- Payroll**
  - Central Payroll Reports
  - Central Payroll Reports - Sensitive
    - COVID-19 Leave Expenses (RUCI128) #
    - Department Paycheck Report (RUCI124) #
    - Distribution of Payroll Expenses Report (RUCI04) #**

## 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: 10 - April

Search by KFS Account: Clear

Keywords: Type one or more keywords separated by spaces.

Search

Options

Results: [Empty]

Choice: [Empty]

Insert

Remove

KFS Org or KFS Org Rollup Code: 8009

Page Break:  Yes  No

Biweekly Accrual Flag

A - Accrual  
 R - Accrual Reversal

Select all Deselect all

# Online Resources

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- Workshop slides available online later this week.
- Check the “KFS News and Announcements” Portlet on ZotPortal for deadlines.
- Email [kfs@uci.edu](mailto:kfs@uci.edu) if you have any more questions.
- Email [afs-update+subscribe@uci.edu](mailto: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/](http://www.accounting.uci.edu/fiscalclose/)



Questions?