Fiscal Year-End Close Workshop 2024
Sales & Services Units / Auxiliary Enterprises
Accounting & Fiscal Services

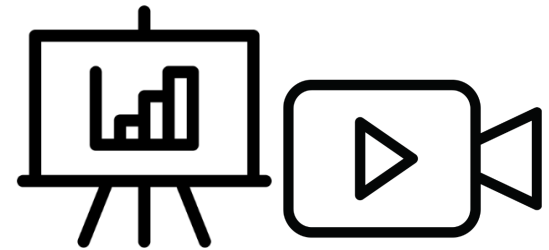**UCI** Division of Finance and Administration | With U • For U

Housekeeping

Keep
microphones
muted

Ask questions using
the Q&A feature

PPT slides and recording
will be uploaded in the
Accounting website

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 – Debbie Kistler
- Decision Support – Su Chen
- Questions

Accounting Highlights

Sheralin Klinthong

UCI Division of Finance and Administration

Accounting Highlights – CCoA

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

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

UCI Division of Finance and Administration

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.

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 2023

(in thousands of dollars)	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													
Federal	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
State	98,686	160,942	25,897	119,791	43,745	17,861	64,872	133,139	9,755	12,841	106,065		793,594
Private	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
Local	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[1]		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[A]	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
Total Revenues	**$3,501,201**	**$6,735,228**	**$4,633,626**	**$11,264,355**	**$537,490**	**$1,264,964**	**$7,947,099**	**$10,087,531**	**$1,400,898**	**$ 951,894**	**$ 671,355**	**$1,147,115**	**$ 50,142,756**

[1] Includes State Hospital Fee Grants received by medical centers.
[A] 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

(in thousands of dollars)	Berkeley	Davis	Irvine	Los Angeles	Merced	Riverside	San Diego	San Francisco	Santa Barbara	Santa Cruz	Systemwide & ANR[1]	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
Total	$3,515,247	$6,965,829	$4,565,486	$11,106,820	$555,717	$1,213,016	$7,862,308	$10,248,191	$1,375,090	$1,028,166	$ 2,787,451	$1,104,266	$ 52,327,587

[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 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

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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 Biling 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 • Resumes July 31
July 9 - July 15	Accruals/Deferrals (YEDA) • 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

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** 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

- 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

UCI Division of Finance and Administration

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 ≥ $10,000

  - Equipment ≥ $5,000

  - Plant - Construction costs ≥ $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

What Needs to be Accrued?

- **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
1	IR UC IRVINE	SSxxxxx 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			
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	**ENROUTE**	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	
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 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 of 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
1	IR UC IRVINE	SFxxxxx 40xxxx-2xxxx Account Name INST-OTHER STUDENT FEES		8165 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

UCI Division of Finance and Administration

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

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

Appropriating / Budgeting Income

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

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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	$0.00	$25,000.00	$17,395.00	($7,605.00)
			OS11156 662040-68475 CASHIER			$0.00	$25,000.00	$17,395.00	($7,605.00)
UC68475	7665	UC68475	RETURNED CHECK INCOME	INCO	S664	$0.00	$0.00	$10.00	$10.00
			UC68475 RETURNED CHECK INCOME			$0.00	$0.00	$10.00	$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.*

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.*

Back · 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

UCIRVINE
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	Consol idation	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

UCIRVINE
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	Consol idation	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

Transfers To/From Reserves

July 15

Trang Tran

UCI Division of Finance and Administration

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

New Fiscal Year

What to Expect

EJ Tito

UCI Division of Finance and Administration

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.

Accounts Payable / Disbursements & Travel

Tanya Harris

UCI Division of Finance and Administration

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 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

- 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 for invoice questions.

- Email to 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

- 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.

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

Encumbrances & Procurement

Melissa Lee

UCI Division of Finance and Administration

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

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

Open Encumbrance Lookup

Fiscal Year:	Chart Code:
2024	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

Encumbrance Report

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, <u>no matter the create date</u>.

  - 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 <u>payment</u> 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.

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!!

FINANCIAL DOCUMENT DETAIL

Total Amount :

* Accounting Period : JUN24PER12 ˅

JUN24PER12

JULY 2024

GL ENTRY IMPORTING

Payroll
Fiscal Closing Dates

Tammy Maciel

UCI Division of Finance and Administration

Payroll Fiscal Closing Dates

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

UCI Division of Finance and Administration

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) if you have questions.

  - Use the Accounting Payroll Inquiry Category.

  - Use Salary Cost Transfer in the Description Line.

Decision Support

Su Chen

UCI Division of Finance and Administration

Decision Support
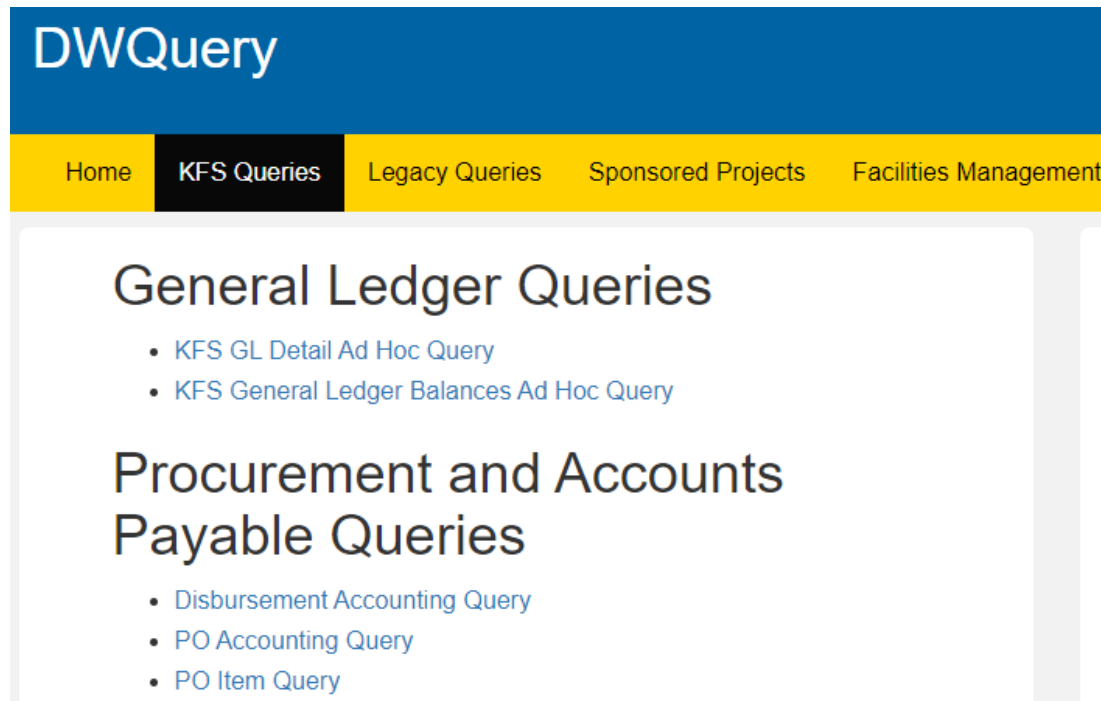
- Provides integrated, timely and documented data for reporting and analysis.

- ZotPortal: https://portal.uci.edu/uPortal/f/decsupport/normal/render.uP

- Access is based on roles and responsibilities

- VPN is required.

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/

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

Chart of Accounts - Lookups

UCPath DSS 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

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

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

Action List and Pending Entries

Action List Report

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

Pending Entries Report

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

Action List and Pending Entries (cont'd)

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

General Ledger: Campus Reports

Unclaimed Electronic Payments Report (L599)

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

Undistributed Gift Funds (L597)

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

General Ledger: Campus Reports (cont'd)
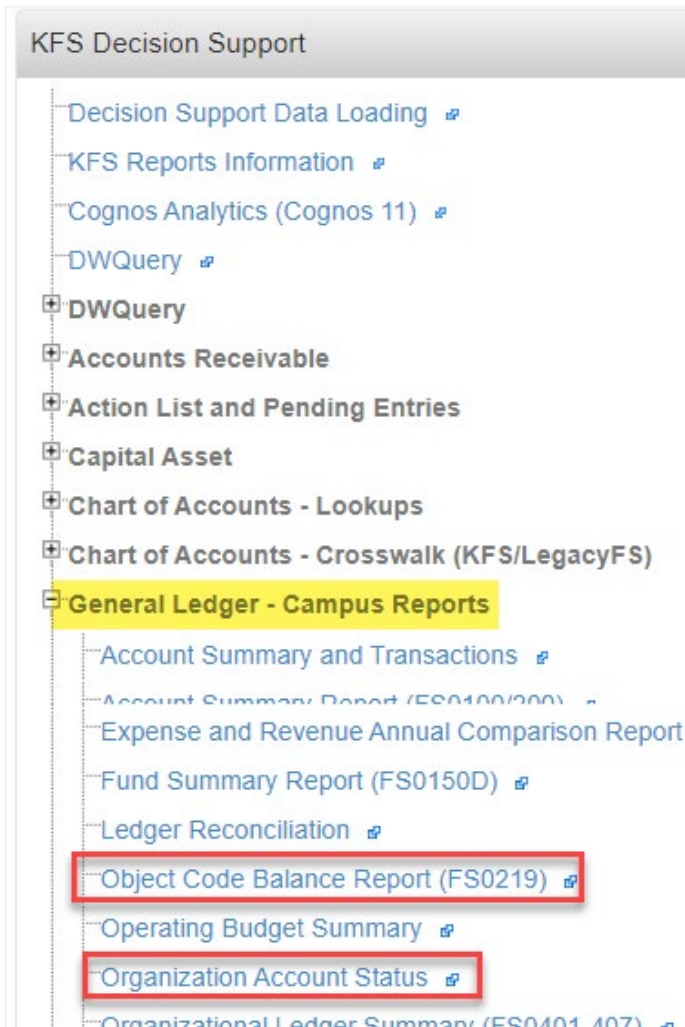
Organization Account Status

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**

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

- 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

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 - 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"

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/

Questions?