Fiscal Year-End Close Workshop 2024
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 – Peter Stacholy
• Contracts & Grants – Beata Najman
• Decision Support – Su Chen
• Questions
Accounting
Highlights
Sheralin Klinthong
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

<table>
<thead>
<tr>
<th>Level</th>
<th>Entity</th>
<th>Fund</th>
<th>Account</th>
<th>Department</th>
<th>Function</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level A</td>
<td>190A-Irvine</td>
<td>1000A-Unrestricted</td>
<td>52000A</td>
<td>Supplies and Services</td>
<td>9010-Claire Trevor Sch of Arts</td>
<td>43 – Academic Support</td>
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<td>Level B</td>
<td>191B-UC Irvine Campus</td>
<td>1993B-UC General Funds</td>
<td>52200B</td>
<td>Supplies (Non-health)</td>
<td>8810-Acad Arts</td>
<td>8040-Art</td>
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<tr>
<td>Level C</td>
<td>1911-UC Irvine Campus</td>
<td>1993C-UC General Funds</td>
<td>52250C</td>
<td>Printed Items Other Classroom Teach</td>
<td>8040-Art</td>
<td>8041-Dance</td>
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<td>Level D</td>
<td>19931-UCOP Application Fees</td>
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<td>52250D</td>
<td>Printed Items Other Classroom Teach</td>
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<td>Level E</td>
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<td>536250</td>
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<td></td>
<td>536386</td>
<td>Serials/Subscription</td>
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<tr>
<td></td>
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<td></td>
<td>538020</td>
<td>Books Serials Noninventorial</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### KFS Attributes Roll Up to CCoA Segments Through Mapping

|----------------|----------|---------------------------------|-----------------------|-------------------------------|-------------------------------|-----------------------------|

UCI Division of Finance and Administration | With U • For U
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
## FYE 2024 Audit Scope

<table>
<thead>
<tr>
<th>Location</th>
<th>Financial Statements</th>
<th>IT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University Campus</td>
<td>Medical Center</td>
</tr>
<tr>
<td>Berkeley</td>
<td>A</td>
<td>X</td>
</tr>
<tr>
<td>San Francisco</td>
<td></td>
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<tr>
<td>Davis</td>
<td>X</td>
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<tr>
<td>Los Angeles</td>
<td>A</td>
<td>X</td>
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<tr>
<td>Riverside</td>
<td></td>
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<tr>
<td>San Diego</td>
<td>A</td>
<td>X</td>
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<tr>
<td>Santa Cruz</td>
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<tr>
<td>Santa Barbara</td>
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<tr>
<td>Irvine</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Merced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCOP</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

- **A**: Preliminary assessment - location subject to substantive testing of certain accounts
- **B**: Preliminary assessment
- **C**: Location subject to IT environment testing
- **X**: In-scope audit
- *****: 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 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
### University of California System - Campuses and Medical Centers

#### Revenues by Source by Campus

**For Fiscal Years 2023**

| Source                                | 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   |
| Education                             | 3,440,273| 1,987,514| 3,685,142| 3,256,426  | 6,832,988|          |           |               |               |             |             |                  |          |       |
| Medical Centers                       | 1,147,115| 1,147,115|          |           |        |           |           |               |               |             |             |                  |          |       |
| 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\(^\text{A}\)          | 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| $4,633,826| $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  |

\(^\text{A}\) Includes State Hospital Fee Grants received by medical centers.

\(^\text{A}\) 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](https://example.com)
## University of California System - Campuses and Medical Centers
### Expenses by Function by Campus
#### For Fiscal Years 2023

<table>
<thead>
<tr>
<th></th>
<th>Berkeley</th>
<th>Davis</th>
<th>Irvine</th>
<th>Los Angeles</th>
<th>Merced</th>
<th>Riverside</th>
<th>San Diego</th>
<th>San Francisco</th>
<th>Santa Barbara</th>
<th>Santa Cruz</th>
<th>Systemwide &amp; ANR</th>
<th>DOE Labs</th>
<th>Total</th>
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<td>$1,068,296</td>
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<td>150,605</td>
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<td>Public Service</td>
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<td>13,803</td>
<td>233,720</td>
<td>8,719</td>
<td>8,802</td>
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<td>229,966</td>
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<td>50,696</td>
<td>217,131</td>
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<td>37,925</td>
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<td>Student Services</td>
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<td>205,406</td>
<td>124,776</td>
<td>209,889</td>
<td>39,307</td>
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<td>30,329</td>
<td>109,235</td>
<td>118,803</td>
<td>84,083</td>
<td>1,598,149</td>
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<td>102,974</td>
<td>324,962</td>
<td>99,341</td>
<td>85,751</td>
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<td>262,468</td>
<td>66,377</td>
<td>72,465</td>
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<td>Operation &amp; Maintenance of Plant</td>
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<td>135,460</td>
<td>77,343</td>
<td>133,590</td>
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<td>145,227</td>
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<td>54,640</td>
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<td>21,181</td>
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<td>446,792</td>
<td>91,797</td>
<td>74,157</td>
<td>124,992</td>
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<td>Interest Expense</td>
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<td>115,822</td>
<td>142,828</td>
<td>197,991</td>
<td>45,306</td>
<td>37,697</td>
<td>189,939</td>
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<td>Department of Energy Laboratories</td>
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<td>4,310</td>
<td>37,222</td>
<td>72,191</td>
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<td>16,674</td>
<td>581</td>
<td>77,118</td>
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<td>Total</td>
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</tr>
</tbody>
</table>

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.*

- **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

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<thead>
<tr>
<th>Date (Time)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 28</td>
<td>TouchNet Marketplace Transactions (received pmt from registration/outside)</td>
</tr>
<tr>
<td>June 28 (1 p.m.)</td>
<td>Deposits: COD (Campus Online Deposit) or CR (Cash Receipt system-MC)</td>
</tr>
<tr>
<td>June 28 (1 p.m.)</td>
<td>CCR (Credit Card Receipt-Campus &amp; MC)</td>
</tr>
<tr>
<td>June 28 (1 p.m.)</td>
<td>Last day for CBSO (Campus Biling System online) Invoices for FY2024</td>
</tr>
<tr>
<td>June 28 (1 p.m.)</td>
<td>Last day for KFS AR Invoices for FYE2024</td>
</tr>
<tr>
<td>July 1</td>
<td>Last day to initiate KFS Maintenance Changes</td>
</tr>
<tr>
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<td>• Resumes July 31</td>
</tr>
<tr>
<td>July 9 - July 15</td>
<td>Accruals/Deferrals (YEDA)</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>June (final week)</td>
<td>Action List Reminder/Daily E-mail</td>
</tr>
</tbody>
</table>
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)**
- **Budget Adjustment and Budget Appropriation Transaction (BAs & BATs)**
- **General Error Corrections (GEC)**
- **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
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.
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.
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
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.

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**ROUTE LOG**

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<thead>
<tr>
<th>ID: 12345678910</th>
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</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Year End Recharge Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Year End Recharge Accrual</td>
</tr>
<tr>
<td>Initiator</td>
<td>ANTEATER INITIATOR</td>
</tr>
<tr>
<td>Route Status</td>
<td>ENROUTE</td>
</tr>
<tr>
<td>Node(s)</td>
<td>SubFund</td>
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<td>Created</td>
<td>09:19 AM 02/24/2021</td>
</tr>
<tr>
<td>Last Modified</td>
<td>10:57 AM 04/09/2021</td>
</tr>
<tr>
<td>Last Approved</td>
<td></td>
</tr>
<tr>
<td>Finalized</td>
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**ACTIONS TAKEN**

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
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<td>SAVED</td>
<td>ANTEATER INITIATOR</td>
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<td></td>
</tr>
<tr>
<td>COMPLETED</td>
<td>ANTEATER INITIATOR</td>
<td></td>
<td>10:57 AM 04/09/2021</td>
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**PENDING ACTION REQUESTS**

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<tr>
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<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN ACTION LIST</td>
<td>ANTEATER FISCAL OFFICER 1</td>
<td>10:57 AM 04/09/2021</td>
<td>KFS-SYS Fiscal Officer</td>
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<tr>
<td>APPROVE</td>
<td>ANTEATER FISCAL OFFICER 2</td>
<td>10:57 AM 04/09/2021</td>
<td>KFS-SYS Fiscal Officer</td>
</tr>
<tr>
<td>IN ACTION LIST</td>
<td>Schwellert, Lana</td>
<td>01:11 PM 04/09/2021</td>
<td>KFS-COA General Accounting Reviewer IR FPYE</td>
</tr>
</tbody>
</table>
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 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.
Expense Deferral (YEDA)

• Defer lab expenses for Summer Session paid in June but not used until after July 1, 2024.
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
**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 : No  
Accounting Use Only :  
Email Timestamp : 05/09/2023 08:50 PM
ICT eDoc: Accounting Lines

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<tr>
<th>CHART</th>
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<th>SUB-ACCOUNT</th>
<th>OBJECT</th>
<th>SUB-OBJECT</th>
<th>PROJECT</th>
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<th>AMOUNT</th>
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<tbody>
<tr>
<td>IR</td>
<td>OS1146</td>
<td>MA</td>
<td>3683</td>
<td>INTER RCHG CRL</td>
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<td></td>
<td>18,377.44</td>
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</table>

TOTAL: 18,377.44

Appropriating / Budgeting Income

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

Trang Tran
Control Accounts Income Variances

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

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

<table>
<thead>
<tr>
<th>Control Account</th>
<th>Acctg Category</th>
<th>Account Name</th>
<th>Org</th>
<th>Consolidation</th>
<th>Object Code</th>
<th>Object Code Name</th>
<th>MTD Actuals</th>
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<th>YTD Actuals</th>
<th>Encumbrances</th>
<th>Variance</th>
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<tbody>
<tr>
<td>UC12345</td>
<td>INCOME</td>
<td>ANTEATER CHARGE FEE INCOME</td>
<td>1234 - ANT/FINANCIAL TEAM</td>
<td>INCO</td>
<td>S998</td>
<td>ANT CHARGE INCOME</td>
<td>0.00</td>
<td>0.00</td>
<td>140.41</td>
<td>0.00</td>
<td>140.41</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANT LATE CHARGE INCOME</td>
<td>1234 - ANT/FINANCIAL TEAM</td>
<td></td>
<td>S999</td>
<td>A/R LATE CHARGE FEE INCOME</td>
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<td>2,000.00</td>
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<td>UC12345 - Total</td>
<td>INCOME - Total</td>
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<td>0.00</td>
<td>2,000.00</td>
<td>776.74</td>
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<td>(1,223.26)</td>
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</table>
Operating Accounts Income/Recharge Variances

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

---

### KFS Fund Summary Report

**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

<table>
<thead>
<tr>
<th>Control Account</th>
<th>Org</th>
<th>Account</th>
<th>Account / Object Name</th>
<th>Consolidation</th>
<th>Object</th>
<th>MTD Actuals</th>
<th>YTD Budget</th>
<th>YTD Actuals</th>
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<td>7459</td>
<td>OS10315</td>
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#### EXPENSES

<table>
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<tr>
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<th>Org</th>
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<th>Account / Object Name</th>
<th>Consolidation</th>
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<th>YTD Budget</th>
<th>YTD Actuals</th>
<th>Variance W/Out Encumbrance</th>
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</thead>
<tbody>
<tr>
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<td>OS10315</td>
<td>405162-66574 SURGERY-ORTHOPEDICS</td>
<td>BENF</td>
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<td>$393.96</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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](image)
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.
Accounts Payable / Disbursements & Travel

Tanya Harris
Vendor Onboarding

- If you have a new vendor who needs to be onboarded in Paymentworks, please be sure you start the onboarding process now as it is better to have the vendor ready to go well in advance, than to wait the last minute.

- Vendor onboarding can be quick and simple, or it can take time, depending on the process and if all requirements are met for approval.

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](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](https://security.uci.edu/security-plan/plan-classification-protection.html)
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

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.

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
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 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:**

   - 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.
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!!
Payroll
Fiscal Closing Dates
Tammy Maciel
Payroll Fiscal Closing Dates

**June Monthly Time Reporting (TRS) Deadline**

Leave Accrual Usage for M0 Pay End 05/31/24
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 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.
Contracts &
Grants
Beata Najman
Closing Steps for Contracts and Grants

Departmental Responsibilities

• At least once a month, run C&G Overdrafts by Org ID report in Decision Support and review accounts in overdraft.

• Clear all overdrafts in awards not expected to receive additional funds.

• Email fund accountant at C&G Accounting and request closing awards with a zero balance.

• Do not process any accruals and/or deferrals for C&G funds.
Closing Steps for Contracts and Grants

Expense Accruals for C&G Funds

• Expense accruals for contracts and grants will be processed by C&G Accounting.

• Starting with July 9 and no later than July 11, departments are required to email Griselda Duran griseld@uci.edu and request expense accruals for goods and services received by June 30, 2024, and not reflected on the ledger for Period 12, if these expenses fall into one of the two categories specified below:

  1. Equipment with a transaction value of $5,000 or more
  2. Goods and services with a transaction value of $10,000 or more
Closing Steps for Contracts and Grants

Expense Accruals for C&G Funds

• Emails requesting expense accruals on C&G funds must include the following:
  • Fund Number
  • PO #
  • A brief explanation
  • A copy of the invoice
Closing Steps for Contracts and Grants

GEC Routing and Processing Deadline

- All GECs involving C&G funds and processed after 120 days from the expense posting date require C&G Compliance review and approval.

- **July 15** is the final date for all FY2024 GECs. If C&G review and approval is required, GECs need to be fully approved by 4 p.m. by the Account Supervisor listed on the Expense Account being charged.

- Late GECs processed without proper departmental approvals will not be finalized by C&G Compliance until these approvals are recorded in KFS and may miss the fiscal close deadline.
Closing Steps for Contracts and Grants

Request for Approval to Spend Funds (RAS)

RAS Definition

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

RAS Purpose

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

https://research.uci.edu/sponsored-projects/pre-award-administration/#pre-award-2
Closing Steps for Contracts and Grants

When to Request a RAS?

Request a RAS when:

• New award is experiencing processing delays and essential expenses need to be incurred before the award is received and/or finalized allowing fund setup.

• Additional funds are expected under a different award number which is experiencing processing delays.

Request a RAS ONLY when:

• UCI received a firm commitment by an authorized representative of the sponsor; and other departmental funds are available to cover monetary risk.
Closing Steps for Contracts and Grants

Do NOT request a RAS when:

- You need to clear an overdraft
- When the fund/account has already been established
Closing Steps for Contracts and Grants

C&G Accounting – Additional Responsibilities:

• Indirect cost recovery reconciliation
• STIP review and posting (applicable if required for an award)
• Refunds to the Federal government of unexpended fund balances
• Final closing entries and approvals, including GECs over 120 days and GECRs
• Final intercampus transfers and Treasurer Financial Journals
• Corrections to invalid transactions
• Special reporting to the Budget Office
• Reviews of overhead calculation and final accounting data
• Reviews of contract and grant activity for income accruals and deferrals, including GASB 65 for contracts and grants.
Decision Support
Su Chen
Decision Support

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

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

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

### July 2024

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- **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
  - 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

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

UCI Chart of Accounts - Lookups

UC Common Chart of Accounts (CCoA)

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<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Financial Reporting Category</th>
<th>Object Active</th>
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<th>CCoA Level B</th>
<th>CCoA Level C</th>
<th>CCoA Level D</th>
<th>FCCS (Level E) Account</th>
<th>Object-Chart Code</th>
<th>Object</th>
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<td>OPERATING EXPENSES</td>
<td>50000A - SALARIES AND WAGES</td>
<td>60000B - ACADEMIC SALARIES AND WAGES</td>
<td>60000C - ACADEMIC SALARIES AND WAGES</td>
<td>50000D - ACADEMIC SALARIES AND WAGES</td>
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<td>BETB - Academic Retention Budget</td>
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<td>BAGG - Academic Range Budget</td>
<td>BAGG - Academic Range Budget</td>
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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

<table>
<thead>
<tr>
<th>Unclaimed Electronic Payments Report</th>
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<tbody>
<tr>
<td>Showing all data as of Fiscal Year 2023 - Period 09 data as of Apr 4, 2023, 3pm</td>
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<tr>
<td>This report shows unclaimed deposits to Bank of America (Account Number <strong>0106)</strong></td>
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<tr>
<td>Run Date/Time: 04-05-2023 1:03:31 PM</td>
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| Run by: \* \* 

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<td>Show All</td>
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<table>
<thead>
<tr>
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<th>Document Number</th>
<th>Fiscal Year</th>
<th>Fiscal Period</th>
<th>Paper/Item/Description</th>
<th>Org Ref ID</th>
<th>Bank Date</th>
<th>Transaction Date</th>
<th>Post Date</th>
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<th>Ledger Amount</th>
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<td>01/01/2023</td>
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Undistributed Gift Funds (L597)

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

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<thead>
<tr>
<th>Undistributed Gift Funds</th>
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<tbody>
<tr>
<td>Showing all data as of Fiscal Year 2023 - Period 09 data as of Apr 4, 2023, 3pm</td>
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<tr>
<td>This report shows transactions for UCF; please contact University Advancement to claim a deposit</td>
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<tr>
<td>Run Date/Time: 04-05-2023 3:10:31 PM</td>
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| Run by:  

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<tr>
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<th>Transaction Date</th>
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Contracts & Grants Expirations

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

- Shows awards that are in ITD Overdraft (Variance col.)
- Variance is hyperlinked to Fund Summary Report
Organization Account Status
Object Code Balance Report
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
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
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?