UR Financials Project
Depositor Special Interest Group

October 23, 2014
Agenda

• UR Financials Project Update
• Reminders
• Documentation
• Cash Close Timing
• Updated Forms
• Journal Sources
• Automated Postings
• Key Dates
Meeting Series Purpose

– Special Interest Group is for those that in any way interact with or have inputs/outputs associated with the deposit process

– UR Financials implementation is impacting some processes and we want to communicate those changes

– Anyone interested can attend

– Share meeting content with those that couldn’t attend
URF Project Update

– FY15 Data Conversion in progress

– Testing
  • Testing wrapping up 10/31

– Training
  • Be sure to visit UR Financials – Training page for a variety of training videos (FDM, Forms, etc.):
Reminders

• What isn’t changing
  – Reconcile your ledgers every month
  – Deposits to GRants must be approved by ORACS
    – Reconcile your ledgers every month
  – Deposits to GF (Gift accounts) must be approved by the Gift Office (Advancement)
    – Reconcile your ledgers every month
  – Bring deposits to cashiering locations as soon as possible
    – Reconcile your ledgers every month
  – Take deliver forms/deposits to same place as is done currently
    • MC Cashier, RC Bursar, ESM Cashier, Gift Office, Cash Mgmt email box
    • Unless you have been notified otherwise
      – Reconcile your ledgers every month
What else isn’t changing (much)

- Reconcile your ledgers every month
- Documentation
  - Very little is changing about the way supporting documentation is stored or retrieved for cash transactions (known as Ad Hoc Bank Transactions in Workday)
    - Cashiering location (RC Bursar, MC Cashier, ESM cashier, Gift/Advancement) doc storage/retrieval is not changing
    - A small gain: AHBTs entered directly into Workday by Cash Management (Central Finance) will have supporting docs attached to the AHBT

<table>
<thead>
<tr>
<th>Ad Hoc Bank Transaction Lines</th>
<th>Attachments</th>
<th>Business Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachment</td>
<td>Comment</td>
<td></td>
</tr>
<tr>
<td>email merge steps.pdf</td>
<td>Click on the attachment</td>
<td></td>
</tr>
</tbody>
</table>
New: Cash Close Timing

• 2 conditions to remember:
  1) MOST IMPORTANT: Bank Date (date the transaction is recorded by the bank) is the date that drives the ledger posting month
  2) Beginning with January close (Workday), Cash transactions post up through the 3\textsuperscript{rd} business day of the subsequent month

Example 1: It is Friday Jan 30\textsuperscript{th} at 4:15pm (after last bank deposit of the day), I bring my cash/check deposit to cashiering location

• Cashiering location puts deposit in Monday Feb 2\textsuperscript{nd} bank bag and records deposit in UR Financials Banking (banking entry system) with a 2/2/15 bank date. Deposit is recorded on the February ledger.
New: Cash Close Timing

– Example 2: It is Thursday Feb 5th at 8:05am, Loomis picked up my deposit on Friday Jan 30th, but I am just now bringing my Banking Entry form (with supporting documentation) to the cashiering location

– Cashiering location records deposit in UR Financials Banking (banking entry system) with a 1/30/15 bank date. Because January is already closed for cash, deposit is recorded on the February ledger
New: Updated Forms

• Deposit Receipts – we’ll look at these next time
• Banking Entry Form uses
  – RIVER CAMPUS locations that have armored pickup
    
    | Location                          |
    |----------------------------------|
    | 26 River Campus Computer Sales   |
    | 27 River Campus Parking          |
    | 28 River Campus Dining/Auxiliary Operations |
    | 29 River Campus CPU-Campus Post Office |
    | 71 Memorial Art Gallery          |

  – CASH_MGMT email users: Replaces the (random) emails telling Paul/April where to post electronic deposit
  
  – NEVER bring this form to the MC Cashier
Updated Forms – Banking Entry Form

Banking Entry
RC Bursar and Cash Management form

For deposits on a single Bank Date, for a single Payment Type, and to a single Bank.
Complete additional forms for different Bank Dates, Payment Types, or Banks.

Bank Date [ ] Date funds are recorded by the bank. If not known, estimate.

Header Memo (RC Bursar use: Batch Number) [ ]

Bank Account (Select only one Bank Account per form)
[ ] UR Concentration/JPM
[ ] Foreign currency check deposits (HSBC)
[ ] Other (specify): ________________________________

Payment Type (Select only one Payment Type per form)
[ ] Cash and Check Location #
[ ] ACH Reference
[ ] Wire Reference
[ ] Returned Check Check #
[ ] Other (specify): _____________________________ Location #/Reference

Line Memo [ ]

DISTRIBUTION: Provide the Ledger Account in the Spend/Revenue Category field if no Revenue or Spend Category.

Company Spend/Revenue Category FAO (+) Deposit (-) Withdrawal
CM _______ ________________________ _____________ ____________
Updated Forms – Banking Entry Form

• Single Bank Date
  – Use a separate forms for different bank dates
  – Do not combine all the deposits for a week or month onto a single form

• Single Payment Type
  – Cash and Check are ok to combine
  – Everything else must be separate
  – For example: Credit card deposits cannot be comingled with cash and check entries

• Single Bank
## Ad Hoc Bank Transaction (Cash) Sources

<table>
<thead>
<tr>
<th>Journal Source</th>
<th>Method</th>
<th>System (if Integration)</th>
<th>FRS Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student System</td>
<td>Integration</td>
<td>ISIS</td>
<td>BRR, BQE, BQM, BQR, CAE, CAM, CAR</td>
</tr>
<tr>
<td>OASIS</td>
<td>Integration</td>
<td>OASIS</td>
<td>GFT</td>
</tr>
<tr>
<td>MC Cashier</td>
<td>Integration</td>
<td>UR Financials Banking</td>
<td>CTL</td>
</tr>
<tr>
<td>RC Bursar</td>
<td>Integration</td>
<td>UR Financials Banking</td>
<td>BUR</td>
</tr>
<tr>
<td>ESM Cashier</td>
<td>Integration</td>
<td>UR Financials Banking</td>
<td>ESM</td>
</tr>
<tr>
<td>OASIS URFB</td>
<td>Integration</td>
<td>UR Financials Banking</td>
<td>GFF</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>Direct Entry</td>
<td></td>
<td>NCN</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>EIB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Notice Rule</td>
<td>First Notice Rule</td>
<td></td>
<td>Not Applicable</td>
</tr>
<tr>
<td>FRS CSH batch data will be entered by the respective areas</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enhancements

• Automated posting of certain cash transactions
  – Main bank statements brought into Workday daily
  – If a certain repetitive transaction appears on bank stmt, with enough identifying info, we can automatically create a ledger posting based on the bank data
  – We are not going to do this without confirming with the appropriate people
    • For credit cards we are accomplishing this confirmation through updated Merchant ID agreements that must be signed
    • For all other activity, we are creating a new form capturing the details which we will send to you as soon as we think we are ready
Enhancements

• Automated postings continued
  – Do not absolve you from your responsibilities to reconcile bank activity/deposits in a timely manner
    • For example: Credit card terminals – Close Reports daily
  – In some situations, you will no longer bring deposits to cashiering locations
    • Open Letter
    • URMFG Lockbox and SMH Pharmacy Lockbox
    • Batavia Dermatology
    • If you post credit card deposits into Flowcast (SMH), you still have to bring something to cashier
      – we are working out details for non-SMH Flowcasters and will share more credit card detail next time
Enhancements

• Automated postings continued
  – Not only is the activity posted to the ledgers automatically, but the bank statement lines reconcile automatically
Future Depositor SIG Meeting Topics

• Updated Deposit Receipts
• Automated posting of certain cash transactions
  – Certain credit card activity, deposits, fees
• Reports – identifying cash transactions on your ledgers
  • Same report(s) you saw in Hands On session, just emphasizing how to recognize your AHBT/Cash activity and how to drill for more details
Key Dates

• Depositor SIG meetings
  • 11/20, 12/18, 1/15, 2/12
  • **BRING A FRIEND** – my SIG meetings are open to ALL
  • 1:00-2:00pm Alumni and Advancement Ctr Seminar Rm
  • Please reach out with questions and share project information with your Department
• Demo Days: 11/19-21, 12/17-19
• Visit UR Financials Project website for additional information and materials from other meetings
  • [http://www.rochester.edu/adminfinance/urfinancials/](http://www.rochester.edu/adminfinance/urfinancials/)

*Remember to sign in and correct/add your division and department info as appropriate*
Accounts Payable SIG Topics

• Dates important for SOLO ordering – when to start using your Workday FDM elements FAO and Spend Category when placing those orders
  – PMM conversion discussion

• Non-company level reporting for AP activity
  – Same report(s) you saw in Hands On session, just emphasizing how to recognize your AP activity and how to drill for more details

• Thursdays: 11/6, 12/3 (Wed), 1/29, 2/26
  – 1-2pm Advancement Seminar room
Q & A