UR Financials Project
Depositor Special Interest Group

November 20, 2014
Agenda

• UR Financials Project Update
• Reminders
• Documentation
• Journal Sources
• Cash Close Timing
• Banking Entry Form
• Treasury SharePoint site
• Automated Postings
• MC Cashier Deposit Ticket and Tips
• 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

– Training

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

– Even if you will not have access in the new system, the training videos, especially Introduction to UR Financials, is recommended for preparing and familiarizing yourself with the upcoming changes
Reminders

• What isn’t changing
  – Reconcile your ledgers every month
  – Deposits to GRants must be approved by ORACS
  – Deposits to GF (Gift accounts) must be approved by the Gift Office (Advancement)
  – Bring deposits to cashiering locations as soon as possible
  – 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)

• Documentation: **Very little is changing** about the way supporting docs are 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
    • Similar to the FRS Batch Contact guidance, use the Workday Journal Source to determine who to request supporting documentation from: RC Bursar, MC Cashier, ESM Cashier, OASIS and OASIS URFB
  • A small gain: AHBTs entered directly by Cash Management (Central Finance) will have supporting docs attached to the AHBT
### 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>
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<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>
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<td>GFT</td>
</tr>
<tr>
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<td>Integration</td>
<td>UR Financials Banking</td>
<td>CTL</td>
</tr>
<tr>
<td>RC Bursar</td>
<td>Integration</td>
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<td>BUR</td>
</tr>
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<td>ESM Cashier</td>
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<td>ESM</td>
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<td>OASIS URFB</td>
<td>Integration</td>
<td>UR Financials Banking</td>
<td>GFF</td>
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<tr>
<td>Ad Hoc Bank Transaction</td>
<td>Direct Entry</td>
<td></td>
<td>NCN</td>
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<tr>
<td></td>
<td>(Workday)</td>
<td></td>
<td></td>
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<tr>
<td>Ad Hoc Bank Transaction</td>
<td>EIB</td>
<td></td>
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</tr>
<tr>
<td>First Notice Rule</td>
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<tr>
<td>FRS CSH batch data will be entered by the respective areas</td>
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</table>
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 3rd business day of the subsequent month
Updated Forms: Banking Entry Form

• Banking Entry Form uses
  
  – Watch the video coming soon

  – 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 MC Cashier or Gift Office
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
☐ ACH
☐ Wire
☐ Returned Check
☐ Other (specify): 

Location #

Cash and Check: Use Line Memo

ACH/Wire: Used for Cash-Mgmt submissions

Wire: Put Merchant ID in field to right

Credit Card: Put Merchant ID in field to right

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
Treasury Communication Enhancement

- Increasing volume of daily incoming credits / outgoing debits (ACH/wires)

- **Today through 12/31/14 - Email**
  - Email sent to departments with their credits
  - Departments send an email to the Cash Management email to inquire about debits (ACH/wires)

- **Beginning 1/1/15 - SharePoint**
  - SharePoint site – shows all bank stat data for the JP Morgan Chase deposit account

- Many departments already using this

  https://uofr.rochester.edu/Treasury/default.aspx
Treasury Communication Enhancement

– Contact April Anderson to request access:
  – aander23@ur.rochester.edu
  – (585) 275-3734 (or x53734)
  – 44 Celebration Drive, Suite 302

– Two groups of users:
  – Read only access
  – Read-write access

– Secured site (NetID)
  → Documents
  → Shared Documents
  → Select appropriate month
<table>
<thead>
<tr>
<th>Date Booked</th>
<th>Claimant</th>
<th>Notes</th>
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</thead>
<tbody>
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</table>

**Notes:**
- **ACH:** Automated Clearing House
- **ADT:** ACH Debit Transfer
- **Fedwire:** Fedwire Transfer
Treasury Communication Enhancement

– Updated daily by 11am (most days) w/ prior day’s information
  • Email Cash Management if you need TODAY’s information

– Please sign off to claim items that are your items (if you have read-write access) in highlighted areas

– Training
  • Filtering / sorting / finding information

– Read-write access
  • Feel free to filter, but please do NOT save filters! Sorted by dollar amount (largest to smallest) for debits & credits
Automated Posting

• 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/documenting 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
Automated Posting

• Responsibilities
  – 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
    • Marta will be sending “agreement” forms to the groups above shortly
Automated Posting

- **Enhancements**
  - Not only is the activity posted to the ledgers automatically, but the bank statement lines reconcile automatically

- **Credit Cards**
  - **NOT** automating at this time → Division/Company 50 and post to Flowcast: you’ll need to wait for additional info, special reconciliation process
  - If you do not post your credit card activity to Flowcast or are not Div/CM050, AND you have signed the new merchant agreement (within the past few weeks)
    - We will be following up with you regarding when the automatic postings will begin (and likewise when to stop bringing credit card deposits to the cashiering location)
NEW: MC Cashier Deposit Ticket

- Translation to Workday AHBT fields

Receipt Number = WD AHBT Header Memo

Tender Type selection dictates WD AHBT Reference
NEW: MC Cashier Deposit Tips

• All checks must have a WD FAO and Category on the back
  • If multiple FAOs/Category, write “see attached "on check and mark the box
• If more than one check, must include adding tape
• Keep blue copy for your records, do not send to Cashier
• Use separate deposit ticket for credit card, ACH or foreign checks
  • Do not comingle tender types on the same ticket
• Use cash and check total breakdowns
• Include contact name and direct phone number so that questions/concerns can be quickly resolved
• Paperclip check/cash behind each deposit ticket
• If you have coins, use coin envelopes, small zip lock bags or small envelopes
NEW: MC Cashier Deposit Tips

• Foreign – in lieu of check, suggest credit card or ACH, especially if <$200
• Delivery to/from Cashier: Same Way In/Same Way Out, speak with Cashier Supervisor to discuss different arrangements
• Department is responsible to maintain copies of receipts, checks, credit card close out reports and any other backup for audit and research purposes
  • Cashier cannot provide copies of checks!
• MC Cashier does not accept Gift or Grant deposits
• Check dates should not be post-dated or stale-dated (older than 90 days)
• Deposits should be made on a timely basis and not held and submitted in batches
NEW: MC Cashier Deposit Tips

• Deposits for batches posted to Flowcast HPA should be sent to Cashier on same date as Flowcast batch posted. Include Flowcast HPA Batch # on Flowcast deposit ticket (their ticket is not changing)

• MC Cashier Hours and Contact info
  • Monday-Friday 8:30am-5:30pm (closed University holidays)
  • Main office # 275-4681
  • In general, same day processing cut off is 2pm
  • If you need processed while you wait service, make sure to limit to 3 trxns and arrive at Cashier by 3pm

• New deposit ticket available middle of Dec and may be purchased from the Cashiers office for $2.50 per package (50 per pack) and provide WD codes to be charged for the purchase
Future Depositor SIG Meeting Topics

• More on automated posting of certain credit card activity
• 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
  • 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/

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