UR Financials Project
Depositor Special Interest Group

December 18, 2014
Agenda

• UR Financials Project Update
• Reminders
• Documentation and Journal Sources recap
• Journal Sources
• NEW: When is an RC/SC required on my cash transaction?
• Cash Close Timing – IMPORTANT Updates
• Banking Entry Form and Treasury site recap
• Automated Postings
• Cashiering Location-specific reminders/updates
• Key Dates
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

<table>
<thead>
<tr>
<th>Ad Hoc Bank Transaction Lines</th>
<th>Attachments</th>
<th>Business Process</th>
</tr>
</thead>
<tbody>
<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>
## 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>UR Financials Banking</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>
RC/SC Required on Cash Transaction?

### JOB AID/GUIDANCE for Ad Hoc Bank Transactions
When is Revenue/Spend Category Required: Do Not enter Ledger Account

<table>
<thead>
<tr>
<th>Ledger Account</th>
<th>Description</th>
<th>AHBT Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXXXX</td>
<td>Assets</td>
<td>Only as specified</td>
</tr>
<tr>
<td>2XXXXX</td>
<td>Liabilities</td>
<td>Only as specified</td>
</tr>
<tr>
<td>3XXXXX</td>
<td>Net Assets</td>
<td>Do NOT Use</td>
</tr>
<tr>
<td>4XXXXX</td>
<td>Revenues</td>
<td>RC Required</td>
</tr>
<tr>
<td>5XXXXX</td>
<td>Expenses</td>
<td>SC Required</td>
</tr>
<tr>
<td>6XXXXX</td>
<td>Expenses</td>
<td>SC Required</td>
</tr>
<tr>
<td>7XXXXX</td>
<td>Allocations</td>
<td>Do NOT Use</td>
</tr>
<tr>
<td>8XXXXX</td>
<td>Not Used</td>
<td>Do NOT Use</td>
</tr>
<tr>
<td>9XXXXX</td>
<td>NonOperating Activities</td>
<td>Do NOT Use</td>
</tr>
</tbody>
</table>

- 99% of your cash transactions are associated with Revenues or Expenses so you will *almost always* **USE a Revenue/Spend Category**
## RC/SC Required on Cash Transaction?

On AHBTs, only these Asset/Liability Ledger Accounts are acceptable, but do not enter with LA only. **Must enter with Revenue/Spend Category.**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>11015</td>
<td>Receivables Patient Accounts Refunds</td>
<td>SC Required</td>
</tr>
<tr>
<td>11200</td>
<td>Receivables NYS Pools</td>
<td>RC Required</td>
</tr>
<tr>
<td>11400</td>
<td>Receivables Reference Laboratory</td>
<td>RC Required</td>
</tr>
<tr>
<td>11410</td>
<td>Receivables Refund</td>
<td>SC Required</td>
</tr>
<tr>
<td>11610</td>
<td>Receivables Student Tuition</td>
<td>SC Required</td>
</tr>
<tr>
<td>11650</td>
<td>Receivables Other</td>
<td>SC Optional</td>
</tr>
<tr>
<td>11700</td>
<td>Third Party Advances</td>
<td>RC Required</td>
</tr>
<tr>
<td>12000</td>
<td>Inventories</td>
<td>SC Required</td>
</tr>
<tr>
<td>12100</td>
<td>Prepaid Expense</td>
<td>SC Required</td>
</tr>
<tr>
<td>15750</td>
<td>Investments MCIC Equity</td>
<td>SC Required</td>
</tr>
<tr>
<td>20020</td>
<td>Construction Accounts Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>20030</td>
<td>Construction Retainage Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>20040</td>
<td>Bond Interest Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>20060</td>
<td>Deficit Funded Program Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>20070</td>
<td>American Express BIP Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>20100</td>
<td>Healthcare Payment Rate Add On</td>
<td>SC Required</td>
</tr>
<tr>
<td>20200</td>
<td>Shared Services Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>20300</td>
<td>NYS Public Goods Pool</td>
<td>SC Required</td>
</tr>
<tr>
<td>20350</td>
<td>Obligation for Deferred Gifts</td>
<td>SC Required</td>
</tr>
<tr>
<td>20410</td>
<td>Accrued Interest</td>
<td>SC Required</td>
</tr>
<tr>
<td>20470</td>
<td>Accrued Sales Tax</td>
<td>SC Required</td>
</tr>
<tr>
<td>23000</td>
<td>Reserve for Third Party Payor Settlements</td>
<td>SC Required</td>
</tr>
<tr>
<td>23100</td>
<td>Third Party Payor Settlements Current</td>
<td>SC Required</td>
</tr>
<tr>
<td>25000</td>
<td>Bonds Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>25100</td>
<td>Capital Lease Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>25200</td>
<td>Notes Payable</td>
<td>SC Required</td>
</tr>
<tr>
<td>25300</td>
<td>Bonds Payable Current</td>
<td>SC Required</td>
</tr>
<tr>
<td>25500</td>
<td>Original Issue Discount Premium</td>
<td>SC Required</td>
</tr>
</tbody>
</table>
Cash Close Timing

• 2 conditions to remember:
  1) 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

• **PLEASE NOTE Timing differences between cashiering locations**
  – Banks only record deposits Monday-Friday
    • No Saturdays, Sundays or federal holidays

• **RC Bursar**: If received by 3pm, your deposit will post with the bank the next business day

• **MC Cashier**: Note the difference between your drop off at cashier compared to Bank Date
  – Monday Department drops off deposit at cashier office
  – Tuesday Entry into UR Financials Banking
  – Wednesday Cash/Check picked up from MC Cashier
  – Thursday Recorded by bank (Bank Date)
Cash Close Timing

• MC Cashier Cash/Check Deposit posting calendar

<table>
<thead>
<tr>
<th>2015 Month</th>
<th>Last Day at 2pm* to get deposit to MC Cashier so it is recorded in current month</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>28</td>
</tr>
<tr>
<td>February</td>
<td>25</td>
</tr>
<tr>
<td>March</td>
<td>27</td>
</tr>
<tr>
<td>April</td>
<td>28</td>
</tr>
<tr>
<td>May</td>
<td>27</td>
</tr>
<tr>
<td>June</td>
<td>26</td>
</tr>
<tr>
<td>July</td>
<td>29</td>
</tr>
<tr>
<td>August</td>
<td>27</td>
</tr>
<tr>
<td>September</td>
<td>28</td>
</tr>
<tr>
<td>October</td>
<td>28</td>
</tr>
<tr>
<td>November</td>
<td>24</td>
</tr>
<tr>
<td>December</td>
<td>29</td>
</tr>
</tbody>
</table>
MC Cashier Timing Reminders

• For Cash and Check: MC Cashier will make every attempt to process all work received by 2pm* (*that is not a guarantee time)
• If sending deposits by courier remember to account for travel time: a courier may pick up from your office at 1pm but not arrive to Cashiers until 3pm
• Best practice is for all departments to send all deposits timely and as early as possible on the cut off date.
  • If everyone gets their deposits to Cashier at 2pm they won’t all get entered
Electronic Deposit Timing

- Electronic deposits are different than Cash/Check
- Credit cards
  - Visa/MC/Discover close date + 2 business days = Bank Date
  - AMEX (Advancement, Alumni, MAG)
    - close date + 3 business days = Bank Date
- EFTs (ACHs and Wires): EFT date = UR Financials Bank Date
Updated Forms: Banking Entry Form

– Watch the video coming soon
– Use at RIVER CAMPUS Bursar Office
  1) Locations that have armored pickup
     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
  2) Credit Card deposits that are not automated
     – 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 to a single Bank, on a single Bank Date, and a single Payment Type.*

*Complete a separate form for credit card deposits. Credit card deposits cannot be comingled with cash and check entries.*

<table>
<thead>
<tr>
<th>Bank Date</th>
<th>Date funds are recorded by the bank. If not known, estimate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header Memo (RC Bursar use: Batch Number)</td>
<td></td>
</tr>
</tbody>
</table>

**Bank Account:** One must be selected

- [ ] UR Concentration/JPM
- [ ] Foreign currency check deposits (HSBC)
- [ ] Other: ____________________________

**Payment Type (Select only one Payment Type per form)**

<table>
<thead>
<tr>
<th>Cash and Check</th>
<th>Location #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH/Wire: Used for Cash-Mgmt submissions</td>
<td>Reference</td>
</tr>
<tr>
<td>Wire</td>
<td>Reference</td>
</tr>
<tr>
<td>Returned Check</td>
<td>Check #</td>
</tr>
<tr>
<td>Credit Card</td>
<td>Merchant ID</td>
</tr>
</tbody>
</table>

**Line Memo**

**DISTRIBUTION:** Not needed for UR Financials Customer Invoice Deposits.

*If completing this section, all fields must be completed.*

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

| Spend/Revenue Category | FAO | (+) Deposit | (-) Withdrawal |
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

• Single Bank
Treasury Communication Enhancement

- **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
  - 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

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

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

• Automated postings for departments...
  – 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, NOT all, you will no longer bring deposits to cashiering locations

• Please be on the lookup for emails from the Banking & Settlement Team regarding automatic postings
  – This is our way of confirming the automated posting process with you as well as clarifying the date which the new process starts
  – B&S team:
    • General Accounting: Karen Lombard-Bryce, Lisa Mekeel, Ginny Yuna
    • Treasury: Kathy King-Griswold, April Anderson
    • Team Lead/Business Analyst: Marta Herman / Michelle Crews
Automated Posting

• 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: if automated postings begin 1/1/15 for you, then
      – Visa/MC/Discover last activity date to bring to Cashier is 12/29
      – AMEX last activity date to bring to Cashier is 12/26
      – Activity after these dates will be recorded by bank on January 2\textsuperscript{nd} and automatically post in UR Financials
MC Cashier Deposit Ticket

- Translation to Workday AHBT fields

Category and FAO Worktag

Receipt Number = WD
AHBT Header Memo

Tender Type selection dictates
WD AHBT Reference
New MC Deposit Tickets - updated info

- New deposit tickets should be available Dec 23rd
- All departments must order deposit tickets online from RR Donnelly
  - You will need to obtain a sign-on by completing a Supplier On-Line Ordering (SOLO) registration form through Purchasing. If you currently have a SOLO account, you should request to add RR Donnelly to your profile. Information can be found here [http://www.urmc.rochester.edu/purchasing/how-to-purchase/solo-form.cfm](http://www.urmc.rochester.edu/purchasing/how-to-purchase/solo-form.cfm)
  - Use your new UR Financials/Workday codes when ordering: SCxxxxxOPxxxxxx
- Order deposit tickets from RR Donnelly by carton or by package
  - A package is 50 deposit tickets. Current cost from RR Donnelly is $2.49 per package
  - Carton is 2,250 deposit tickets (45 packages with 50 deposit tickets in a package). Current cost from RR Donnelly is $111.98 per carton
MC Cashier Reminders

• Continue to use current tickets for all deposits through Dec 31st
  • You can still order the current FRS tickets from the MC Cashier if needed

Holiday Hours

• MC Cashiers will close at 3pm on Dec 24th and Dec 31st
• Please have all deposits in as early as possible on these dates, especially on Dec 31st to ensure processing/posting for December/FRS

• Link to MC Cashier Deposit Tips
NEW: RC Bursar Deposit Slip

• Translation to Workday AHBT fields
RC Bursar Updates

• New Deposit Slips must be used as of January 1\textsuperscript{st} for Cash and Checks
  – Use Workday Financial Data Model values: Category and FAO
  – Deposits will be returned if not completed with the new form!
  – Go to 330 Meliora Hall to receive the new deposit tickets

• As of January 1\textsuperscript{st} new Banking Entry forms (formerly referred to as an Advice) will need to be used
  – Form is available on the Finance Forms website
  – These forms need to be completed \textbf{daily} and can no longer combine several days on to one form
  – Credit cards entries can no longer be combined with cash and checks

• Link to RC Bursar Deposit Tips
RC Bursar Updates

Holiday Hours

– Closed: December 22\textsuperscript{nd} from 12:00 to 1:30pm
– Closed: December 24\textsuperscript{th} through and including December 29\textsuperscript{th} due to renovations
– Open: December 30\textsuperscript{th} and 31\textsuperscript{st} until 3:00pm
– Closed: January 1\textsuperscript{st} through January 4\textsuperscript{th}, re-open on January 5\textsuperscript{th} at 8:30am
ESM Cashier Updates

• Eastman will continue to use current deposit slips (multi-part form) until they run out
• Minor changes to the deposit slip may be made at that time

Holiday Hours

• Eastman Cashier Window will have limited hours and only be open 10:00-1:00 on these dates:
  – Monday, December 22
  – Tuesday, December 23
  – Wednesday, December 24
  – Monday, December 29
• Closed: Thursday, Dec 25 and Friday, Dec 26
Future Depositor SIG Meeting Topics

• Question and Answer time for activity you are seeing in UR Financials
  • how to recognize your AHBT/Cash activity and how to drill for more details
Accounts Payable SIG Topics

• Question and Answer time for activity you are seeing in UR Financials
  – Non-company level reporting for AP activity
    • how to recognize your AP activity and how to drill for more details

• Thursdays: 1/29, 2/26
  – 1-2pm Advancement Seminar room
Key Dates

• Depositor SIG meetings
  • 1/15, 2/12
  • **BRING A FRIEND** – my SIG meetings are open to ALL
  • 1:00-2:00pm Alumni and Advancement Ctr Seminar Rm
  • Share meeting content with those that couldn’t attend
  • Please reach out with questions and share project information with your Department
• Demo Days: 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*