UR Financials Project
Depositor Special Interest Group

January 15, 2015
Agenda

• UR Financials Project Update
• Reminders
• Journal Sources
• When is an RC/SC required on my cash transaction?
• Cash Close Timing / Electronic Deposit Timing
• Banking Entry Form and Treasury site recap
• Automated Postings
• Cashiering Location-specific reminders
• Key Dates
URF Project Update

– Production Support
  • Use UR Financials Support page: FAQs, links
  • Project Champions and contacts
  • Workshops and user call-in sessions

– FRS to Workday code translations
  • Converter: https://fdc.ur.rochester.edu/UIMobile/
  • FRS Account and Sub Code crosswalks: http://www.rochester.edu/adminfinance/urfinancials/?page_id=29362
### Ad Hoc Bank Transaction (Cash) Sources

<table>
<thead>
<tr>
<th>Journal Source</th>
<th>FRS Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student System</td>
<td>BRR, BQE, BQM, BQR, CAE, CAM, CAR</td>
</tr>
<tr>
<td>OASIS</td>
<td>GFT</td>
</tr>
<tr>
<td>MC Cashier</td>
<td>CTL</td>
</tr>
<tr>
<td>RC Bursar</td>
<td>BUR</td>
</tr>
<tr>
<td>ESM Cashier</td>
<td>ESM</td>
</tr>
<tr>
<td>OASIS URFB</td>
<td>GFF</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>NCN</td>
</tr>
<tr>
<td>First Notice Rule</td>
<td>Not Applicable</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**
Cash Close Timing

• 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 Dept 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)
Electronic Deposit Timing

• Electronic deposits are different than Cash/Check
• Credit cards
  • Visa/MC/Discover close date + 2 business days = Bank Date
  • **NOT** 2 days after you drop your ticket off at the Bursar’s office
• 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

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 River Campus Computer Sales</td>
</tr>
<tr>
<td>27 River Campus Parking</td>
</tr>
<tr>
<td>28 River Campus Dining/Auxiliary Operations</td>
</tr>
<tr>
<td>29 River Campus CPU-Campus Post Office</td>
</tr>
<tr>
<td>71 Memorial Art Gallery</td>
</tr>
</tbody>
</table>

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.

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

Header Memo (RC Bursar use: Batch Number) __________________________

Bank Account: One must be selected
☐ UR Concentration/JPM
☐ Foreign currency check deposits (HSBC)
☐ Other: __________________________

Payment Type (Select only one Payment Type per form)
☐ Cash and Check
☐ ACH
☐ Wire
☐ Returned Check
☐ Credit Card

Location # __________________________

Reference __________________________

Reference __________________________

Check # __________________________

Merchant ID __________________________

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 __________________________
Treasury Communication Enhancement

- **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

• Questions about automated postings, contact Banking & Settlement 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
  – Automation is possible if: you do not post your credit card activity to Flowcast or are not Div/CM050, AND you have signed the new merchant agreement
  – If you think your credit card activity should be automatically posting but you don’t see it in UR Financials, contact Ginny Yuna
Automated Posting

• Credit Cards – what we have automating now
MC Cashier Deposit Ticket

- Translation to Workday AHBT fields

Receipt Number = WD
AHBT Header Memo

Tender Type selection dictates
WD AHBT Reference
MC Cashier Reminders

- MC Bursar Deposit Tips:  
  http://www.rochester.edu/adminfinance/urfinancials/?page_id=43102
- 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
  - Use your new UR Financials/Workday codes when ordering: SCxxxxxOPxxxxxx
RC Bursar Deposit Slip

- Translation to Workday AHBT fields

Category and FAO Worktag

Line Memo

Deposits to FAO GR should be approved by the Office of Research Accounting and Cost Standards (ORACS) first. Deposits to FAO GF must be approved by the Gift Office. Any deposit to GR or GF that are submitted directly to the Office of the Bursar will be forwarded to the appropriate office as required. This will slow the processing of these items unnecessarily.
RC Bursar Updates

• New Deposit Slips for Cash and Checks
  – Use Workday Financial Data Model values: Category and FAO
  – Eventually: Deposits will be returned if not completed on new form! For now old form with new WD codes is being accepted
  – Go to 330 Meliora Hall to receive the new deposit tickets

• As of January 1\textsuperscript{st} new Banking Entry forms 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 card can no longer be combined with cash and checks

• RC Bursar Deposit Tips:  
  
  \url{http://www.rochester.edu/adminfinance/urfinancials/?page_id=43102}

• Kudos to Campus post office and Admissions 😊
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
Let’s look at your transactions in UR Financials
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

• Thursday: 1/29, 2/26: Final meeting unless you speak up and ask for more!
  – 1-2pm Advancement Seminar room
Key Dates

• Depositor SIG meetings
  • 2/12: Final SIG meeting unless you speak up and ask for more!
  • 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
• Demo Days: 1/21-23
• 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