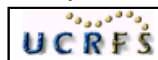


# ENTERPRISE REPORTING SYSTEM

## ERS Application



Computing & Communications  
**ERS Documentation**  
May, 2005



# ENTERPRISE REPORTING SYSTEM

The ERS allows users to query the UCRFStotals and SUPER-D.O.P.E. databases and automatically produce formatted summary and detail reports. Salary and non-salary projections can be included. The final reports are Excel spreadsheets (all totals are formulas, not static numbers). The spreadsheets can be customized after processing is complete.

Reports are produced for one owner/project of several fund sources with a summary sheet that provides an overview of all fund sources for each owner/project and a detail report (for each fund) that lists monthly transactions.

The ERS produces three different reports:

1. **Expense Overview** - this report compares appropriations and expenditures for expense accounts
2. **Operating Statement** - produces a current year "Profit & Loss" by fund for revenue and expense accounts.
3. **Operating Statement including Unexpended Balance** - in addition to producing a current year P&L" by fund. This report also includes the fund equity balance forward and any current year unexpended balance transactions.

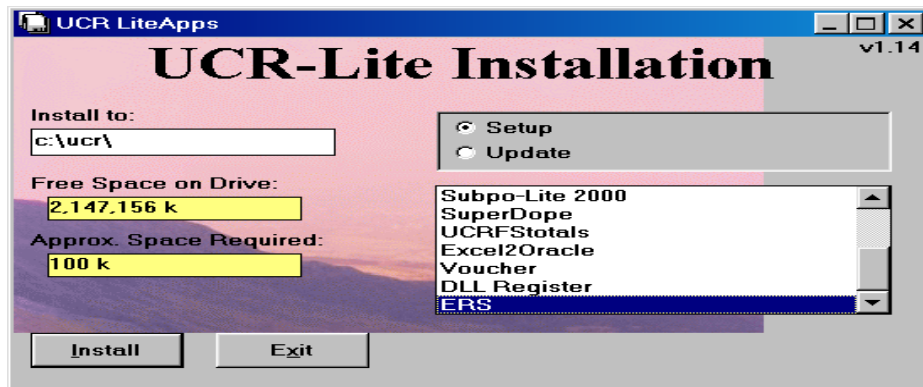
## INSTALLING THE PROGRAM:

Note: For this application to function, you must have UCRFStotals, SuperD.O.P.E and a printer installed.

The program can be installed from the UCRLite Setup application

START - PROGRAMS - UCRLite - UCRLite Setup

Select ERS from the listing, click the INSTALL button and click the OKAY button from the install window



The application will be installed to the following location: C:\UCR

**IMPORTANT!!!:** Copy this file to a different location, do not keep your working copy at C:\UCR

For example, create an ERS folder under within C:\MY DOCUMENTS to store your master copy

## GETTING ACCESS AS A USER:

ERS access requires a valid UCR Net ID and password.

Access to ERS is authorized by department SAAs using The Enterprise Access Control System (EACS)

# ERS Application

## DEFINITIONS, FAQs.....

### Fund structure:

Each fund contains an income component, an expense component, and a fund equity/prior year balance forward component.

Who is responsible for the income component? It depends upon the funding source. For University fund sources (e.g. Opportunity funds, General funds, Chancellor Discretionary funds) and contracts & grants the income account is controlled centrally and normally appears under activity code A01390. For Sale & Service and Auxiliary funds, the department is responsible for the income account and the revenue would appear under the department's activity code. For Gift funds, the department is responsible for the income but the allocation of the income is centrally controlled.

The expense component is the same regardless of funding source. The only difference is how the budget/appropriation is used. The appropriations associated with University funds, contracts & grants, and gifts are the authority to spend. The appropriations associated with Sale & Service and Auxiliary funds are projections in anticipation of revenue/income.

The fund equity component (also known as the unexpended balance account) is controlled centrally under activity code A01392, but is related to a fund's prior year income and expense activity. However, it is reflected in Sale & Service and Auxiliary budgets—normally under BC75 at the beginning of each fiscal year. Current year financial transactions occurring through the unexpended balance represent fund transfers and are identified using Transaction Codes. Typical transactions appearing in the unexpended balance account are:

Depreciation fund transfers flowing through Renewal & Replacement funds: 3050/3051

Depreciation fund transfer from Renewal & Replacement fund to Reserves: 0510

Reclassification of depreciation in operating fund at year-end: 0500

Reclassification of debt service payments & interest: 0544

Transfers to/from Reserves: 0701

Transfers to Plant from Renewal & Replacement: 3300

Transfers to/from UCOP: 0800/0814

Transfers to/from UCB: 0801

Transfers to/from UCSF: 0802

Transfers to/from UCD: 0803

Transfers to/from UCLA: 0804

Transfers to/from UCR-Loc N: 0805

Transfers to/from UCSD: 0806

Transfers to/from UCSC: 0807

Transfers to/from UCSB: 0808

Transfers to/from UCI: 0809

STIP directly from UCOP: 0810

STIP local distributions/charges: 0703

## **Why should these reports be run versus the standard UCRFS reports?**

These reports summarize information across funding sources. It may be useful when preparing reports for Principal Investigators with multiple funding sources or to see the status of a department's operations across funds.

Official ledgers are the standard reports from UCRFS. The ERS reports are to be used as a supplemental reporting and analytical tool.

## **What type of report should be run?**

Expense Overview (EO): This report contains information on expense accounts only for the FAU specified. It allows for a comparison of appropriations and expenditures across specified funds. This report is best used with funds where the income is centrally controlled and budgetary allocations are the authority to expend (i.e campus-wide funds, contracts and grants, and gift funds). This is a good format to provide information to a Principal Investigator (PI) on his/her sponsored project activity. Recommended for use with funds that are not shared within a department and fund ranges 18000-18999, 20600-20999, 21100-59999. On contract and grant funds to include overhead select function code 80. This selection will appear as a separate column on the summary output.

Operating Statement (OS): This report contains information on revenue and expense accounts for the FAUs specified. It is a basic Profit & Loss (P&L) statement with a focus on the current fiscal year. This report will be beneficial for departments that are responsible for generating income to support their expenditures, such as Sale & Service and Auxiliary operations. Note: The report is most meaningful when budgets are zeroed-out to BC75 at year-end to accurately reflect prior year carryforward/deficits. Recommended for most funds within the range 60000-70999. Limit selections to expense FAU combinations as the revenue activity is automatically included.

Operating Statement including Fund Equity (OE): This report contains information on revenue and expenses for the FAUs specified and the associated fund equity transactions. On the summary output, the fund equity total will only appear in the first FAU combination, as the fund equity value is for the entire fund and is not separated by activity code. It is a form of a Profit & Loss (P&L) statement, but the focus is on overall performance over the life of the operation. This report will be beneficial for departments that have activity flowing through the unexpended balance account (e.g. depreciation, debt payments, transfers to plant), such as Sale & Service and Auxiliary operations with Reserve and Renewal & Replacement funds. The report is most useful when the funds are limited to one activity and purpose. Note: It is important to zero-out budgets to BC75 at year-end to accurately reflect prior year carryforward/deficits. Recommended for fund ranges 75000-76999. Limit selections to expense FAU combinations as the revenue activity is automatically included.

### **Are there any FAU combinations I should not use?**

Phase One of ERS was not designed for use with 19900 and other shared funds. However, the current version of the ERS includes the capability to use shared funds and cost center combinations on shared-fund specific worksheets, not the Reporting Definition worksheet.

When selecting the Operating Statement reports (OS and OE) to run, do not include function code 20.

### **When should the reports be run?**

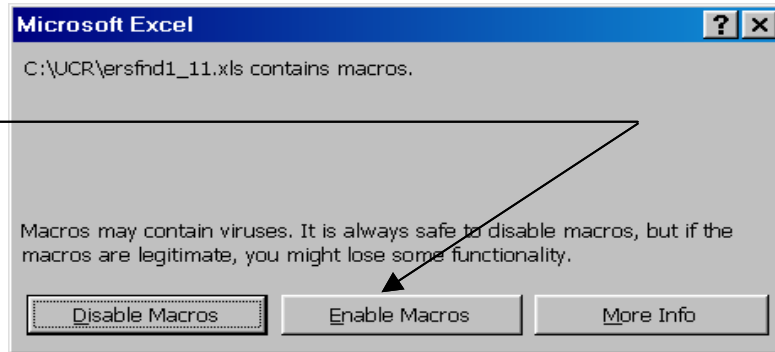
The reports are most complete after the month has closed. There is an e-mail notification announcing the period has closed and the ledgers are complete. The reports can be run on an ad-hoc basis, but be aware of when the databases are updated, to determine how current the data is that will be included. For example, the SuperDOPE database is updated the first week of the month and the UCRFS database is updated daily.

## GETTING STARTED.....

Open the file in Excel from the location you saved the working copy --for example C:\MY DOCUMENTS\ERS

The following prompt will display:

Click the ENABLE MACROS button



If you do not receive this prompt, check your macro settings as follows:

TOOLS > MACRO > SECURITY, from the Security Level tab, select Medium

ERS provides the following worksheets that control the report output:

1. REPORTING DEFINITION
2. SALARY PROJECTION
3. NON-SALARY PROJECTION
4. BC TO EXCLUDE
5. SHARED FUND HEADER
6. SHARED FUND DEFINITION
7. EXCLUSIONS

### **REPORTING DEFINITION:**

The REPORTING DEFINITION worksheet is required. The macro cannot run without this information.

Enter the FAU combinations (by Enterprise name) for the reports you wish to produce.

Each FAU combination must be entered on a separate line.

Note: This report is only as accurate as the FAU combinations specified are complete. To ensure accuracy, compare a sample with a corporate report from UCRFS.

The report definition worksheet is established with the following columns (A through L) of information:

ENTERPRISE: (Column A)	Enter the individual or project/entity name (limit is 20 characters)
ACTIVITY:	Activity Code
FUND:	Fund number
FUNCTION:	Function code
ENTERPRISE REPORT NAME:	This is the name that will appear on the PREPARED FOR report header
DEPARTMENT FUND NAME:	This is the name that can replace the general ledger label
DEPT. FUND EXPIRE	This is an alternate date that can replace the general ledger information
TYPE: (Column L)	Enter the report type: EO = Expense Overview OS = Operating Statement OE=Operating Statement with Unexpended Balance More than one type can be entered, separate types with a comma, no spaces

#### **Notes:**

Entries begin on line 7

Do not enter 19900 funds on this report. Use the Shared Fund worksheets for these type of funds.

Do not separate entries with a blank row. The report will stop processing when it reaches a blank line.

Each time the report is run, this worksheet will be sorted by Enterprise Name, Activity, Fund and Function.

Cost Center and Project Code entries are not used as criteria for generating the report.

Cost Center and Project Code entries are used for viewing information only on the summary report.

## **SALARY PROJECTION:**

This optional worksheet can be used to enter salary and benefit expenses into the reports.

The following columns are available:

EMPLOYEE:	This is the name that will display as the projection detail information in the report
EMPLOYEE ID:	This is an optional entry. This ID will not display on report output.
Activity, Fund, Function, Cost Center, Project Code	
SAL BUDGET:	Enter the budget code where expenses will be projected for Salary
BEN BUDGET:	Enter the budget code where expenses will be projected for Benefits
START DATE:	Enter a start date for projections in month/date format, e.g. 09/2005
END DATE:	Enter an end date for projections in month/date format, e.g. 06/2006
PAY RATE:	This is the employees pay rate, which can be adjusted using the FTE entry
FTE:	If the employee is full time enter 1, if less than 100% enter the amount, e.g., 0.80
BENEFIT AMOUNT:	A flat amount can be entered here
BENEFIT RATE:	Enter the employee's benefit rate

Salary projections are calculated as follows:  $(\text{Pay Rate} * \text{FTE}) + (\text{Benefit Rate} * \text{Salary Amt}) + \text{Benefit Amt}$ .

Detail salary projections will include the employee name and start/end date information.

This detail information will be included in the Detail Report and on the Summary Report if that option is selected.

## **NON-SALARY PROJECTION:**

This optional worksheet can be used to forecast future actual (expenses) or budgetary transactions.

The following columns are available:

ITEM DESC:	Enter the description of the projection
BUD:	Enter the budget category where the projection amount should be reflected.
ACT AMT:	Enter the amount of the ACTUALS projection This amount will be reflected in the expenditures column
TEMP AMT:	Enter the amount of the BUDGETARY projection This amount will be reflected in the appropriations column
PERIOD:	Enter the period that the projection should occur If this column is left blank the projection will display in every report that is generated.

## RUNNING THE REPORT:

ERS Offers multiple format options which are designated on the ERS INPUT FORM.

Press **CTRL-R** to start the report and bring up the ERS Input Form:

Two tabs are available for selections, the GENERAL tab and the PROJECTIONS/SHARED tab.

The screenshot shows the 'ERS Input Form (v2.31)' dialog box with the 'General' tab active. The 'Projections/Shared' tab is also visible. The form contains the following fields and options:

- Fiscal Year: 2005
- Accounting Period: 01 - July
- Presentation:  Landscape,  Portrait
- Run Summary Portion of Report at:  Budget Category Level,  Summary Level
- Run Detail Portion of Report at:  Regular Detail,  Condensed Detail
- Report Title: [Empty text box]
- Use Enterprise Report Definition "Report Name" and "Fund Name":  Yes
- Use Enterprise Report Definition "Date Expiration" data:  Yes
- Include Cost Center and Project Code on Summary Report:  Yes
- Reminder Text: [Empty text box]

Buttons for 'Run' and 'Cancel' are located at the bottom of the dialog.

Options from the GENERAL tab:

1. Designate the Fiscal Year and Accounting Period
2. Presentation: Select Landscape or Portrait orientation for the reports.
3. Run Summary Portion at: select the formatting of the summary report, options are:  
BUDGET CATEGORY LEVEL: runs the summary report with all budget categories listed  
SUMMARY LEVEL: runs the summary report in a condensed budget category format
4. Run Detail Portion of Report at: This option is only available if Summary Level is selected.

REGULAR DETAIL: Regular Detail will present a Beginning Balance, Current Activity and Ending Balances

CONDENSED DETAIL: Condensed Detail will display ending balances if there is no current month activity

5. Report Title: This description will appear on the report header
6. Definition Report Prompts: select these options to over-ride the general ledger descriptions and data
7. Reminder Text: The text entered here will display at the bottom of the summary page.



Options from the PROJECTIONS/SHARED tab:

Selections made within this section control projection entries and the inclusion of Shared fund sources. Shared fund options are discussed in Section 3.

ERS Input Form (v2.31)

General Projections/Shared

Projections:

Embed Projections  Yes  
 No

Display Projections Detail  Yes  
 No

For Shared Fund Reports

Produce Shared Fund Management Reports  Yes

Select this option to include ALL salary transactions. De-selecting this option will include only those salary transactions that match the employee ID from the Salary Projection worksheet.  Yes

Run Cancel

EMBED PROJECTIONS: YES or NO

If YES is selected, projections will be included in the Summary section of the Report, otherwise projections will only be included in the Detail section of the report.

DISPLAY PROJECTIONS DETAIL: YES or NO

If YES is selected projection details will be included on the Summary section of the Report, otherwise projection details will only be included in the Detail Report.

Click the **RUN** button to start the macro.

After the report is complete the following spreadsheets will be generated:

1. A summary worksheet for each Enterprise entry and each report type
2. A detail worksheet for each Enterprise entry.
3. Fund error report: lists FAU combinations of transactions that were found on the general ledger that fall outside of the activity-fund-function combination on the Report Definition spreadsheet

Entries on the Fund Error Report indicate that you may not have specified all the activity codes or function codes on the Report Definition.

Check your Report Definition for accuracy and check your ledgers for possible errors.

# ERS - Shared Fund Capability

Shared Fund reporting requires the use of the Shared Fund Header worksheet and the Shared Fund Definition worksheet.

## Shared Fund Header Worksheet

The Shared Fund Header worksheet (example below) is the worksheet used to identify the FAU combinations for the shared accounts to report. Assign a numeric control number to each Activity-Fund-Function combination. The Shared Fund Report name will display on the header section of the corresponding detail report and the Department Fund Name will display on the summary report.

<b>SHARED FUND HEADER</b>							
Assign a control number to each unique shared fund source -- activity, fund, and function. Provide a Shared Report name and Dept.Fund name.							
<b>Dept Ctrl#</b>	<b>Activity</b>	<b>Fund</b>	<b>Function</b>	<b>Shared Fund Report Name</b>	<b>Dept Fund Name</b>	<b>Dept Fund Expire</b>	
1	A01087	19900	44	Organized Research, Biology Reserves	General Funds OR	NONE	
2	A01080	19900	40	Instruction & Research, Biochemistry	General Funds IR	NONE	
3	A01084	19920	44	Academic Senate, Entomology	Academic Senate	6/30/2003	
4	A41557	19900	62	Cooperative Extension, NPPS	Cooperative Exentsion	NONE	
5	A01558	19900	40	Initial Complement, Env. Sciences	IC Funds	NONE	
6	A01080	19900	44	Organized Research, Biochemistry	General Funds OR	NONE	
7	A01081	19900	40	Instruction & Research, Biology	General Funds IR	NONE	
Shared Fund Report Name -- is the header label on the Detail ERS Report							
Dept Fund Name -- can be used as the fund description on the summary EO Report							

## Shared Fund Definition Worksheet

The Shared Fund Definition worksheet (example below) is the worksheet used to specify allocations by cost center for each shared fund source (Dept. Control #) listed on the Shared Fund Header worksheet.

Enter a row for every Dept. Control # with the corresponding Cost Center and Cost Center Description.  
Enter an allocation amount at the budget category level.

The Enterprise Name must match exactly (it is case sensitive) the Enterprise Name from the Reporting Definition worksheet to integrate with the EO report.

SHARED FUND DEFINITION								
Enter Cost Center assignments by Control Number (from SHARED FUND HEADER worksheet) with budgetary/allocation amounts at the BC level with a month/calendar year designation.								
Dept Ctrl#	Bud Cat	Enterprise	CC	Cost Center Description	Allocation Description	Amount	Month	Year
1	BC41	Baker	NZDC	Baker-Dean's Coop.	7/1 OR Allocation	1300	July	2002
2	BC41	Baker	NDGM	Baker-Geo. Mach.	7/1 Balance	500	August	2002
3	BC41	Baker	NKBAM	Baker-Aero. Mach.	Travel Money	750	August	2002
4	BC41	Baker	NWSW	Baker-Sea Wind Proj.	Equipment Money	300	September	2002
7	BC41	Baker	NSSRE	Baker-Sea Research	7/1 Allocation	2500	July	2002
5	BC41	Doe	OFST	Doe-Sea Turtle Project	7/1 Allocation	500	July	2002
6	BC41	Doe	NDAZ	Doe-Arizona Project.	7/1 Allocation	1500	August	2002

Cost Center Description is the "Prepared For" description on the ERS Detail report.

Allocation Description: each entry will be listed in the ERS Detail report.

*Note:* It is possible to enter a row with the "CC" column blank.  
This will generate a report with all transactions with no cost center.

## **Producing Reports:**

ERS, Version 2 can be run in Stand-Alone mode, only producing shared reports or in combination with fund sources on the Reporting Definition 'worksheet.

To produce shared and non-shared fund reports the system will check the Enterprise name on the Shared Fund Definition worksheet and if a match is found on the Reporting Definition worksheet the fund sources will be included on the summary page of the Expenditure Overview (EO) summary page and the detail section of the reports.

The shared fund columns will be shaded yellow on the summary page and the header section for shared reports in detail section will be shaded yellow to differentiate shared funds from non-shared fund sources.

Output for Shared Fund reporting:

- a) Summary Overview
- b) Detail Report
- c) Shared Fund Allocation Overview Report
- d) Shared Fund Cost Center Error Report

### **Shared Fund Allocation Overview Report:**

One spreadsheet is produced for each Activity, Fund and Function combination contained on the SHARED FUND HEADER worksheet.

The overview spreadsheet contains the total amount budgeted (TEMP ledger) from UCRFS for that FAU combination

The overview spreadsheet also contains the total amount allocated for all cost centers (for that FAU combination) contained on the Shared Fund Definitions worksheet.

The difference between the two figures is calculated and presented on the report.

### **Shared Fund Cost Center Error Report**

One spreadsheet is produced for each Activity, Fund and Function combination contained on the SHARED FUND HEADER worksheet.

This report will list transactions that contain cost centers, including blanks (labeled on the report as NONE) that exist in UCRFS but are not defined in the Shared Fund Definition worksheet. Please see attached sample.

## **REPORT PROCESSING:**

Press CTRL-R to run reports for all fund sources

Press CTRL-T to run in Stand-Alone mode (producing only Shared reports)

Stand-Alone mode will only produce reports for shared funds and the output will be the Expenditure Overview (EO) summary report format.

## The ERS INPUT FORM:

This is the ERS INPUT FORM that will display to run the ERS.

To generate shared fund reports, make the selection from the PROJECTIONS/SHARED tab:

The screenshot shows the 'ERS Input Form (v2.31)' with the 'Projections/Shared' tab selected. The form contains the following elements:

- General** and **Projections/Shared** tabs.
- Projections:** (unchecked)
  - Embed Projections:** (unchecked) with sub-options  Yes and  No.
  - Display Projections Detail:** (unchecked) with sub-options  Yes and  No.
- For Shared Fund Reports:**
  - Produce Shared Fund Management Reports:** (checked) with sub-option  Yes.
  - Select this option to include ALL salary transactions. De-selecting this option will include only those salary transactions that match the employee ID from the Salary Projection worksheet.** (checked) with sub-option  Yes.

A callout box on the right, labeled 'Options to produce shared reports', has an arrow pointing to the 'Produce Shared Fund Management Reports' option.

Buttons at the bottom: **Run** and **Cancel**.

## Examples of Shared output reports:

This is an example of the detail report for shared funds. The header section contains names from both the Shared Fund Header worksheet and the Shared Fund Definition worksheet. The detail portion includes a summary of allocation entries from the Shared Fund Definition worksheet followed by a listing of transactions from UCRFS and any projections (if the option was selected) grouped by budget category.

<b>Organized Research, Biochemistry</b>		Shared Fund Header worksheet -- Report Name column				<b>Report Run</b>
<b>Prepared For Doe-Sea Turtle Project</b>		Shared Fund Definition worksheet -- cost center desc. Column				<b>Expenses T</b>
<b>Activity</b>	<b>A01558 Environ Sci Initial Comp</b>				<b>Department</b>	
<b>Fund</b>	<b>19900 IC Funds</b>					
<b>Function</b>	<b>40 Instruction &amp; Research</b>					
<b>Cost Center</b>	<b>OFST Doe-Sea Turtle Project</b>					
<b>Date</b>	<b>Amount</b>	<b>Description</b>	This is a summary of the allocation entries from the Shared Fund Definition worksheet.			
Jul-02	500.00	7/1 Allocation				
<b>Total</b>	<b>500.00</b>					
<b>S&amp;E - SL, GENERAL SUPPLIES &amp; EXPENSES</b>						
<b>BC40 - BC, Travel</b>						
BAL		Balance Forward			0.00	0
FDR0008603	#1-12069	Mileage Charges	710120, Travel, In-state-Vehicle Rental	OFST	0.00	35
FDR0008603	#1-12069	Rental Charges	710120, Travel, In-state-Vehicle Rental	OFST	0.00	16
PD00156310	365679	FIONA JORDAN	710130, Travel, In-state-Other Trans	OFST	0.00	29
PD00156310	365679	FIONA JORDAN	710160, Travel, In-state-Other Bus Exp	OFST	0.00	65
September, BC40 - BC, Travel					0.00	146
<b>YTD, BC40 - BC, Travel</b>					<b>0.00</b>	<b>146</b>

**Examples: SHARED FUND COST CENTER ERROR RECAP and SHARED FUND RECAP**

SHARED FUND COST CENTER ERROR RECAP				
FAU:	A01087	19900	44	
Current Period Only				
Total Number of Journal ID	Cost Center	Total Amount		
3	NONE	855.50		
16	NZDC	1,109.34		
17	NZFAM	7,372.91		
16	NZMAF	4,472.50		
Total		13,810.25		

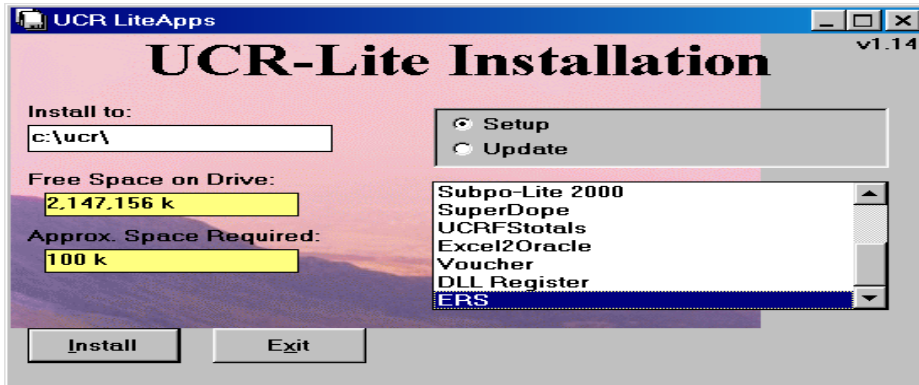
SHARED FUND RECAP							
FAU:	A01084	19920	44				
<b>Total Allocated on UCRFS</b>							
			712.45				
<b>Total Allocated on ERS</b>							
			750.00				
<b>Amount (Over)/Under Allocated</b>							
			(37.55)				
<b>Detail Allocations And Expenditures</b>				<b>Balance before</b>			
			<b>Allocations</b>	<b>Expenditures</b>	<b>Encumbrances</b>	<b>Encumbrances</b>	<b>Total</b>
NKBAM	Baker-Aero. Mach.		750.00	17.10	732.90	0.00	732.90
NKGPW	Walker			0.00	0.00		0.00
NKPKV	Visscher			0.00	0.00		0.00
Total			750.00	17.10	732.90	0.00	732.90

## **Updating to a new version:**

BEFORE updating to a new version, please be sure the master copy of the ERS file is in a location other than C:\UCR

Run the update program: START - SETTINGS - UCRLite - UCRLite Setup

Select ERS from the listing, click the INSTALL button and click the OKAY button from the install window



Copy and paste the Report Definition, Salary Projection and Non-Salary Projection worksheets from the file of the old version to the file of the new version. Copy the file from C:\UCR to the location where you save your master copy -- for example: C:\MY DOCUMENTS\ERS

## **Final notes:**

After the reports are generated do not save the file. The macro will not process in a file where the reports have been produced.

If you would like to save the monthly reports, use the SAVE AS feature.

CTRL-K, will delete all worksheets generated by the macro.