

# COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES

## *Administrative Reference Guide*

### **ERS = Enterprise Reporting System**

### **ERS RECON = Reconciling ERS reports to GL**

Revision Date: April 1, 2008

#### ***General Use***

The ERS reporting tool allows users to query the UCRFStotals and SUPER-D.O.P.E. databases and automatically produce formatted summary and detail reports on all fund sources including shared-fund sources. Salary and non-salary projections can be included. The final reports are Excel spreadsheets (all totals are formulas, not static numbers). The reports can be customized after processing is complete. All CNAS academic departments are required to use this system to produce monthly financial reports for PI's. Reports are organized by Principal Investigator to allow for the automatic production of summary reports.

#### ***Procedures***

##### **INSTALLING THE PROGRAM**

This application requires the use of UCRFStotals, SuperD.O.P.E and an installed printer. The program can be installed by the UCRLite Setup application (START, PROGRAMS, UCRLite Setup). The program will automatically install at C:\UCR. The file can be copied to a location of your preference.

##### **GETTING ACCESS AS A USER**

To use ERS you must have a valid UCR Net ID and password. Contact your departmental SAA to obtain access to the ERS application.

##### **TYPE OF REPORTS USED IN CNAS**

Expense Overview (EO): This report contains information on expense accounts for the FAU specified. It allows a comparison of appropriations and expenditures across a unique FAU combination. You have the option of including BC 80, Indirect Costs, on contract and grant funds. This selection will appear as a separate column on the summary output.

Summary Report: This report contains balance information net of allocations, expenses, and PO encumbrances. All unique FAU fund sources are depicted on one report. This report is extremely useful when a PI has multiple fund sources and/or FAU combinations.

These reports can be used to run individual funds or in combination with shared-fund sources.

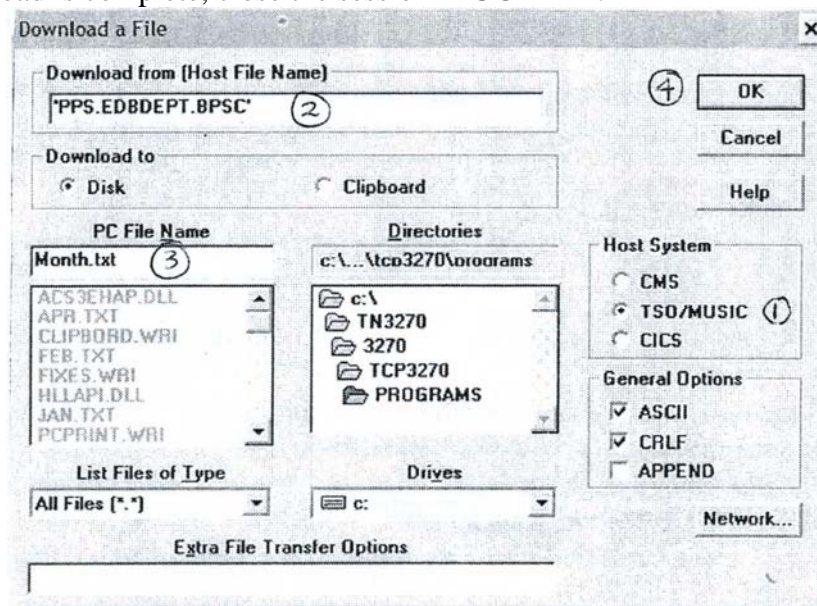
## REPORT CYCLE AND FREQUENCY

ERS reports should be run monthly when Accounting announces the GL has closed for a specific month. Normally, SuperD.O.P.E closes just prior to the GL. The PPS download is available on the 3rd working day of the month and on 11<sup>th</sup> of each month. Use the download that is available when you run your ERS reports.

## PAYROLL PERSONNEL SYSTEM (PPS) DOWNLOAD

The Analyst designated to receive the PPS notification will receive an email indicating that the PPS Extract File is ready for download. Follow these steps to download the file:

1. Open UCRIBM and enter: [Your UCIBM login ID]
2. Enter password: [Your UCIBM password]
3. You should see a new screen that says, “Select Option→”. If not, press Enter again.
4. At the Select Option prompt, enter 6 for Command
5. A new screen called “ISPF Command Shell” appears. Go to the menu bar and click on Transfer – Receive (download).
6. In the box that appears, see print screen below. (1) select TSO/MUSIC for the Host System, (2) Download from: type in ‘PPS.EDBDEPT.XXXX’ (BPSC for Botany; ENTO for Entomology, etc., (3) PC File Name: delete the \*.\* and name the file as “Month.txt” (i.e. Oct07.txt). (4) Click OK. When the download is complete, close the session in UCRIBM.



7. The text file will be saved in your C drive – Documents & Setting

## CONVERT PPS DATA FROM TEXT TO EXCEL

**This process requires the use of two macros: PPS Importer and ERS Helper with Workstudy. The macros are currently available from the Financial Analysts in B&PS or Entomology.**

To convert the PPS text data to an Excel file follow these steps:

1. Open the “PpsImporter” macro located on your computer. Press ctrl + r to run macro. Macro will ask for the location of the PPS text file that was just downloaded. It should be in:  
C:\TN3270\3270\TCP3270\Programs. Click “open”. A new Excel workbook of PPS data will be generated. Close the “PpsImporter” macro.
2. Open the “ERS Helper with workstudy” located on your computer. Paste the PPS data that was generated in step 1 into the sheet labeled “PPS”. After the information has been copied over, the workbook generated in step 1 can be closed without saving.
3. Run a query in SuperDope with the following fields: FY (column A), period, employee id, DOS, gross amount, and total benefits (column G). The query should include all your activity codes, only non-retroactive transactions, and the following DOS codes: ASP, BYA, DIS, ESL, FEL, FEN, FES, OLN, PDD, PDW, REG, SLN, SLR, TID. Save the settings of this query and name it “ERSBenefitRate”. Run “ERSBenefitRate” query in SuperDope for the current month. Cut and paste the query results into the “SuperDope” sheet of the “ERS Helper with workstudy” file. Press ctrl + r to run the macro. The macro may ask for information regarding work-study students. Just click OK. The macro will create another sheet named “Salary Projection System”. Save workbook on your computer as “ERS Helper – Month YY” (i.e. ERS Helper – Oct 07).

Analysts should review and update the information on the “Salary Projection System” sheet before finalizing. For example, the macro will insert a default rate of 15% for employees who were not in the SuperDope query. You may need to adjust those rates as well as rates for GSRs during transitions from WI to SU qtr and again from SU to FA qtr.

## PREPARING THE ERS MACRO

Use current version of macro: **ERS3-01. The ERS macro has 7 sheets:** (1) BC to Exclude, (2) Salary Projections, (3) Exclusion, (4) Reporting Definition, (5) Shared Fund header, (6) Shared Fund Definition, (7) Non-Payroll Projection System

1. **BC to Exclude tab:** Department must decide if there are any BCs that should be excluded from the ERS Report. For example, Botany excludes B66188.

2. **Salary Projection System tab:**

- After the analysts are done updating the “Salary Projection System” sheet in the “ERS Helper – Month XX” file, paste the data from that file into this sheet.
- Sort by end date.
- Delete all the rows that have an end date of the current month or earlier for the current fiscal year (optional).
- Also delete the rows with a blank end date.
- Change the start date field to reflect the first of the following month (April report – start date for projections should be 05/01/XXXX). **(Only for the lines that have a start date prior to 5/1/xxxx. Start dates after 5/1/xxxx should be left alone).**

3. **Exclusions tab:** This tab is used for excluding certain cost centers and/or project codes. Please note that cost centers and project codes are entered on the same row on this sheet, but they will be evaluated independently. It is optional so tab can be left blank.

4. **Reporting Definition Worksheet:** The worksheet is required because the Macro cannot run without this information. Enter the FAU combinations for the reports you wish to produce (each FAU combination must be entered on a separate line). This sheet is manually updated and must be reconciled with your GL to ensure all fund sources have been included (see ERS RECON below). Do not use this report for your shared-fund resources. The report definition worksheet is established with the following columns (A through L) of information:

<b>Enterprise: (Column A)</b>	<b>Enter the individual or project/entity name (limit is 20 characters)</b>
<b>Activity:</b>	<b>Activity Code</b>
<b>Fund:</b>	<b>Fund Number</b>
<b>Function:</b>	<b>Function Code</b>
<b>CC:</b>	<b>Cost Center</b>
<b>PC:</b>	<b>Project Code (use * to populate if no project code used)</b>
<b>Enterprise Report Name: Column H (Blank)</b>	<b>This is the name that will appear on the Prepared For report header</b>
<b>Department Fund Name: Column J (Blank)</b>	<b>This is the name that can replace the general ledger label</b>
<b>Dept. Fund Expire: information</b>	<b>This is an alternate date that can replace the general ledger information</b>
<b>Type: (Column L)</b>	<b>Enter report type: EO Expense Overview</b>

Entries must begin on line 7; do not separate entries with a blank row (the report stops processing when it reaches a blank row); each time the report is run, this worksheet will be sorted by Enterprise Name, Activity, Fund and Function.

#### 5. **Shared Fund Header Worksheet:**

The Shared Fund Header worksheet must be manually updated and is used to identify the FAU Combinations for the shared fund sources (multiple reports on one fund source distinguished by cost center or project code). As you complete the worksheet, assign a numeric control number to each Activity-Fund-Function combination. This header worksheet should include all fund sources that are shared sources, but no need to enter a particular FAU (e.g. A01864 19900 44) more than once as you can use the numeric control number for that FAU multiple times on the Shared Fund Definition worksheet. The Shared Fund Name will display on the summary report.

#### 6. **Shared Fund Definition Worksheet:**

The Shared Fund Definition worksheet is used to specify allocations by cost center or project code for each shared fund source. Use the appropriate control number from the Shared Fund Header Worksheet for each cost center/project code description. Include an allocation amount at the budget category level. Most departments use BC 75 so the appropriation will clearly stand out from the expenses. The Enterprise Name must match exactly and it is case sensitive. This name allows the Reporting Definition worksheet to integrate with the EO report. Each allocation will be listed separately with the Allocation Description, which can be unique because the Header Definition defines what is on the ERS summary. At the beginning of each fiscal year, you must enter your balance forwards (exclude encumbrances in balance) from June 30, XXXX final. The next step is to add new allocations or adjustments, including

DGIA's to update funds for the new fiscal year statement. Only one version of this file can be open when you run the Macro. Entries with no cost center/project codes will generate a report with all transactions with no cost center/project code.

## 7. Non-Salary Projection System Tab

This tab is used to when you want to include certain anticipated non-salary expenses or allocations that have not hit the ledger yet. For each item, enter the description, the FAU, and the budget category. Put the dollar amount in the "Act Amt" column if it is an expense. If it is an allocation, put it in the "Temp Amt" column. Leave the "Period" column blank.

### **PRODUCING REPORTS: (RUNNING THE ERS MACRO)**

#### **Running report for all fund sources (non-shared and shared-fund sources)**

**Press ctrl + r to start the macro.**

The macro will ask for your login information, which is your UCR Net ID login name and password.

In the "General" tab, select:

- The appropriate FY and Accounting Period.
- Presentation: Portrait or Landscape (landscape is preferred for multiple fund sources)
- Run summary portion of report at: Summary level
- Run the detail portion of report at: Regular detail
- 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: Type in *"Please review your statement, including all expenditures and appropriations, and report any discrepancies within four weeks of receipt so that any corrections can be processed in a timely manner. No response within this time period will indicate your confirmation of the accuracy of this statement."*

In the "Projections/Shared" tab- check "Projections" and select:

- Embed projections: no if you want the salary projections to show separately from the monthly expenses.
- Display projections detail: yes
- Produce shared fund management reports: yes
- Include all salary transactions: yes

Run macro by clicking on "run" button.

When the statements are done, save the file as "ERS3-01Month YY ALL". **Never save over your Master File.**

**Running report for shared fund sources only (This report is needed for individuals or projects/entities that only have shared funds)**

Open the Master file, "ERS3\_01Month YY" from My Documents.  
Press ctrl + t to start the macro. **Never save over your Master File.**

Select the same options as the previous run. When the statements are done, save the file as “ERS3-01Month YY Shared”.

## **SAVING YOUR REPORTS**

After the reports are generated do not save the file. The Macro will not process in a file where the reports have been produced. Use the SAVE AS feature to save the monthly reports.

Hold down CTRL-K to delete all worksheets generated by the Macro. The sheets are deleted one at a time, so just pressing ctrl-k once will not delete all the sheets.

## **DISTRIBUTION OF REPORTS TO PI'S OR END USERS**

The preferred method to distribute reports to PI's is by email attachment. This provides the department with validation that the report was distributed and the timeliness of the report can be evaluated.

Electronic attachments will allow the PI or end user to analyze or customize their reports. Reports can be printed and distributed as hard copies.

## **UPDATING TO A NEW VERSION OF THE MACRO**

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 worksheet 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

## **ERS RECON**

ERS reports should be reconciled against the general ledger (GL) to ensure you are producing reports for all fund sources and/or FAU combinations within your Accountability Structure(s). You must also validate your allocations and expenses against the GL. After running the ERS reports for 3 – 4 months on a consistent basis, you may choose to conduct audits through random samplings rather than validating all balances.

To reconcile against the GL, run a report from UCRFStotals using the following sample query (clustered administrative units should run each department separately to ensure a reasonable query response):

**User Name:** MYRIAMC  
**Query:** BalanceAllFunds.lit  
**Description:** Query to Get Balances on All funds  
**Type:** Summary

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**Fiscal Years:** 2008

**Accounting Periods:** All

**Org Codes:** All

**Div Codes:** All

**Dept Codes:** D01047, D01231, D01257, D01263, D41047

<b>Activity Codes:</b>	<b>All</b>
<b>Ledgers:</b>	<b>TEMP, ACTUALS</b>
<b>Sources:</b>	<b>All</b>
<b>Fund Types:</b>	<b>All</b>
<b>Fund Categories:</b>	<b>All</b>
<b>Fund Groups:</b>	<b>All</b>
<b>Funds:</b>	<b>All</b>
<b>PI Codes:</b>	<b>All</b>
<b>Budgeted:</b>	<b>All</b>
<b>Account Types:</b>	<b>110, 120</b>
<b>Account Categories:</b>	<b>All</b>
<b>Summary Accounts:</b>	<b>All</b>
<b>Budget Categories:</b>	<b>All</b>
<b>Expense Groups:</b>	<b>All</b>
<b>Accounts:</b>	<b>All</b>
<b>Account Classes:</b>	<b>All</b>
<b>Functions:</b>	<b>All</b>
<b>Cost Centers:</b>	<b>All</b>
<b>Project Codes:</b>	<b>All</b>
<b>Trans Classes:</b>	<b>All</b>
<b>Trans Types:</b>	<b>All</b>

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<b>Subtotal Row:</b>	<b>False</b>
<b>Separate Amounts:</b>	<b>True</b>
<b>Selected Fields:</b>	<b>Fiscal Year</b>
	<b>Fund</b>
	<b>Activity</b>
	<b>Function</b>
	<b>Fund Descr</b>
	<b>Budget Category</b>
	<b>Summary Account Descr</b>

The next step is to sort the output data by Cost Center, Project Code, or Fund Source (determine the sort criteria by the way your reports are organized) so that the report sequence closely matches your ERS output. Now you are ready to compare/validate your FAU's, Allocations and Expenses. Shared-fund reports should be reconciled to ensure the entire allocation has been fully and accurately allocated on the Shared Definition report. Over or under-reporting can create a serious problem. Compare your Shared Definition report with the GL, comparing the allocations for each fund source that has been designated a Shared Fund.

### ***CONTACT INFORMATION***

1. To request a new PPS file set-up and request access for new user please contact:  
 Ron Ortega  
 Email: [ronald.ortega@ucr.edu](mailto:ronald.ortega@ucr.edu)  
 Phone Extension: 2-3172

2. For questions, problems, and updates concerning ERS macro contact:  
Amber Jones  
Email: [amber.jones@ucr.edu](mailto:amber.jones@ucr.edu)  
Phone Extension: 2-5220
  
3. For miscellaneous questions regarding these tools:  
Computing and Communications  
Email: [helpdesk@ucr.edu](mailto:helpdesk@ucr.edu)  
Phone Extension: 2-3555

## ***References***

Enterprise Reporting System – Training Guide dated September 2005, C&C  
Diane Jackson – Departmental Training Guide, Chemistry  
Janice Leslie - Departmental Training Guide (Clustered Unit), AEE  
Myriam Chuquin and Juliet Lin – Departmental Training Guide, B&PS, IIGB, BG, Genetics and PTF