OCP Mid-Year Fiscal Close

Fiscal Year: 2020-2021

November 19, 2020

Mid-Year Fiscal Close…

Agenda Items

- Introductions
- Mid-Year Fiscal Close Purpose
  - Timeline: December 7th – 18th
- UCPath – Direct Retros Cut Off
- Budget & Finance
- Business Operations
- Aggie Budget Training Resources
- Questions and/or Concerns

Mid-Year Fiscal Close Purpose

- Streamline Fiscal Year-End Close Process
- Proactive versus Reactive approach
  - Mitigate issues and address concerns
- Clean ledger / Ensure expenditures are posting to the correct account(s)
- Ongoing collaboration within OCP
- Potential for greater efficiencies within each unit
- OCP Mid-Year Fiscal Close Timeline: **December 7th – 18th**

Direct Retro Schedule

➡ Direct Retros need to by fully approved by:

➡ Noon on Wednesday, December 9th 5:00PM to be recorded in the December ledger.

➡ A GL Calendar including the Direct Retro batch schedule is available on the UCPath website at https://ucpath.ucdavis.edu/system/finance-gl

Budget & Finance

- 2020-21 OCP Allocations

- Potential Fund Swaps

- Review Direct Feeds & Expenses; Identify Potential Error Corrections

- Do not adjust the COVID19 project code – similar to last fiscal close, let's reflect the overdraft until told otherwise

- Review Labor Accounts

  - Are individuals included on the correct account(s)? Is there enough funding tied to that account?

- Review Base Budgets

  - Review provision positions

- Ensure that Old Orgs/Accounts/Sub-Accounts are Expired: This is ABSOLUTELY essential for Aggie Budget purposes

- Review Aging Report

- Review UCPath Default Account and move staff off to their appropriate account(s)

- Address outstanding funding entries, if applicable

Business Operations

- Review Open Orders (FIS364)
- Review Delegates (FIS167); Request BTSGLOBAL to be assigned as backup
- Travel & Entertainment Reviews
  - Routing approvals (FIS318) – Contact Jen to make updates
  - Default Billing Accounts
    - (Preferred Booking Program (CTS) and Travel cards are linked)
  - Outstanding transactions
    - Including Travel card charges
- Reporting Review
  - Analytical Ledger Review (ALR) / Management Ledger Review (MLR)
  - Outstanding Cash Advances – **None for OCP!**
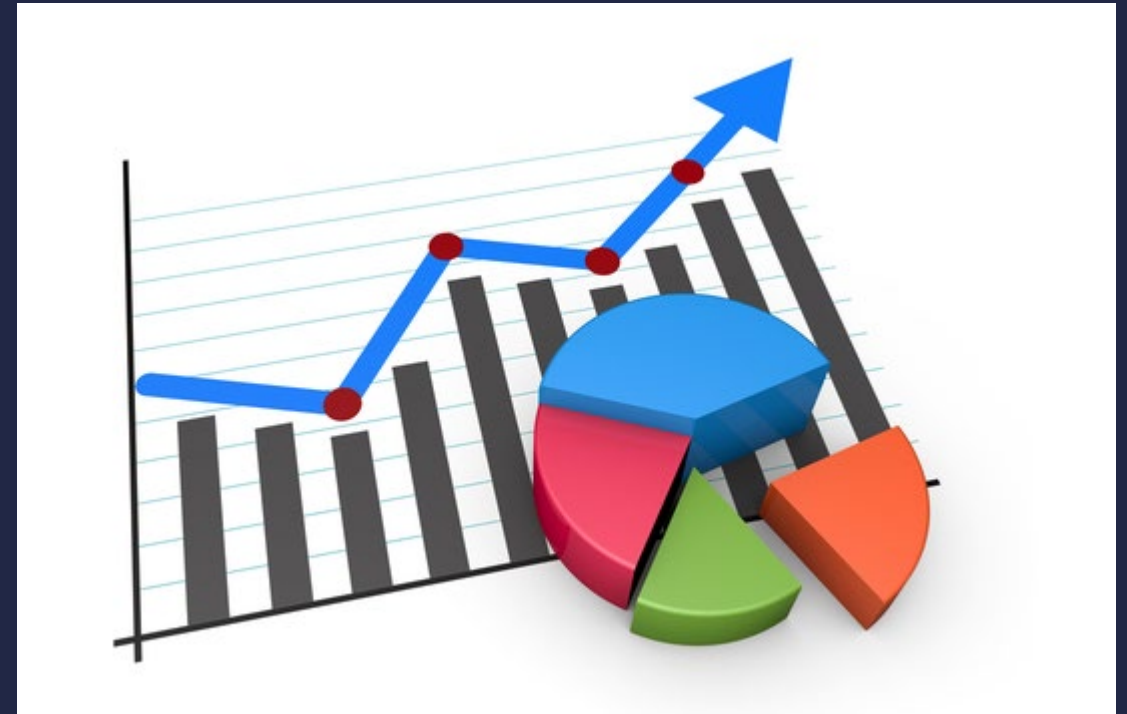
Aggie Budget Training Resources

User Access Role: Plan File Manager

A Plan File Manager is responsible for setting up the Org and Account structure for Plan Files. The required training for new users is an instructor-led course. Registration for this course is handled by the AggieBudget team in the UC Learning Center.

Required Courses:

Orientation and Plan File Manager Training

This instructor-led training is required for new users assigned the Plan File Manager role. It provides an overview of the AggieBudget system and guides Plan File Managers in using this tool. Users will become familiar with the two types of plan files used in creating the annual budget and how they are populated and organized. They will learn how to use the Plan File Manager tool to manage the planning levels in their plan files, in more or less detail, according to options they choose in the web-based Plan File Manager.

Aggie Budget Training Resources

User Access Roles: Plan File Editors (Labor and Budget)

A Labor Plan File Editor reviews and updates labor data in Labor Plan Files. A Budget Plan File Editor reviews and updates data in Budget Plan Files.There are now two training components for *Labor Plan File Editors* and *Budget Plan File Editors*.

Step 1: Users with one or both of these roles will be assigned required online training in the UC Learning Center (LMS). After completing the online training, users will have the option to sign up for additional hands-on training and practice in an instructor-led class. *Online training coming soon in the UC Learning Center (mid-October 2019).*

Step 2: Optional, additional hands-on training and practice in an instructor-led class. After you complete the online training, you will be able to sign up for the optional hands-on labor or budget courses held in a computer lab.

Required Courses:

∨ Online Orientation and Labor Plan File Editor Training

Required online training for users granted the *Labor Plan File Editor* role. AggieBudget system overview and introduction to Labor and Budget plan files. Users will learn how data is populated and organized, how to edit and how to enter information in their unit's labor plan files (in Personnel, OtherComp, Salary Savings sheets). This course is a prerequisite for the optional instructor-led class "AggieBudget Labor Plan File Editor Training."

∨ Online Orientation and Budget Plan File Editing

Required online training for users granted the *Budget Plan File Editor* role. AggieBudget system overview and introduction to Labor and Budget plan files. Users will learn how data is populated and organized, how to edit and how to enter information in their unit's budget plan files (in Planning, Commitments, Professional School Revenue sheets). This course is a prerequisite for the optional instructor-led class class "AggieBudget Budget Plan File Editor Training."

Optional Courses:

Optional, additional hands-on training and practice in an instructor-led class. Open for sign-ups only after online prerequisite is completed.

∨ *Hands-on Labor Plan File Editor Training*

Optional instructor-led class "AggieBudget Labor Plan File Editor Training." Sign-ups are open only to editors who have completed the required online prerequisite. The instructor-led Plan File Editor course will build on the foundation provided in the required online training. These hands-on classes allow users to practice in the AggieBudget Training environment and offer an interactive setting where questions can more easily be addressed. Editors will gain a better understanding of how to plan using the annual budget plan files for their labor and operations activities. Users will be able to sign up for their preferred session in the UC Learning Center (LMS).

∨ *Budget Plan File Editor Training*

Optional instructor-led class "AggieBudget Budget Plan File Editor Training." Sign-ups are open only to editors who have completed the required online prerequisite. The instructor-led Plan File Editor course will build on the foundation provided in the required online training. These hands-on sessions allow users to practice in the AggieBudget Training environment and offer an interactive setting where questions can more easily be addressed. Editors will gain a better understanding of how to plan using the annual budget plan files for their labor and operations activities. Users will be able to sign up for their preferred session in the UC Learning Center (LMS).

Questions and/or Concerns??