

University at Buffalo Foundation, Inc.

UBF's New Business System

What It Means for You

March 7, 2017

1. Update on reporting changes that have been implemented, broken into various sections:
 - Revenues
 - Expenses
 - Payroll/Benefits
 - General/Other

2. Discussion of forthcoming reporting changes

3. Answers to general UBF questions

- UBF began using a new business accounting system, known as AccuFund, on July 1, 2016
- Replaced the accounting system that had been in place since the early 1980s
- The transition to the new business accounting system has had and will continue to have minor impact on the reporting databases used by university personnel
 - UBFirst
 - SIRI

What has already changed?

- **University Gift Fee and GUSF presentation change**
 - Old: Assessed against each individual transaction
 - New: Assessed in a lump sum amount once per month
 - Posted weekly for informational purposes, with final monthly posting
- **Credit Card Fee presentation change**
 - Old: Assessed against each individual transaction
 - Old: Assessed against both gift and non-gift/service revenue transactions
 - New: Assessed in a lump sum for all of the day's transactions
 - New: Only assessed against non-gift/service revenue transactions
- **Credit Card Fee change on refunded transactions**
 - Old: Reversed/refunded credit card transactions resulted in the reversal of any credit card fees
 - New: No reversal of the credit card fee for reversed/refunded transactions

- Details of revenue transactions presentation change
 - Old: Transactions summarized for the day's activity by type
 - New: Each transaction listed separately
 - New: Name of individual or organization providing the non-gift/service revenue now listed on each transaction

- **Presentation change for Advances**
 - Old: Considered an encumbrance until details of expense provided
 - New: Considered an expense immediately
- **Presentation Change for American Express**
 - Old: Considered an encumbrance until reconciliation provided
 - New: Considered an expense, “American Express Expense”, on default fund
 - New: When reconciliations received, expenses moved to appropriate expense categories and funds as directed

- Fringe cost assessment change
 - Old: Costs charged in total at end of each month
 - New: Costs charged on a pay period basis
- Accessing of paystubs change
 - Old: Paystubs and W-2 viewed via UBFirst
 - Old: Manual checks (non direct deposits) required individuals to access UBFirst to see earnings and tax details
 - New: Paystubs and W-2 viewed via Accufund Employee Portal
 - <https://ep-ubf.accunfp.com/>
 - New: Manual checks (non direct deposits) include earnings and tax details

- **Account Authorizations**

- Old: Hard copy authorization, requiring manual signatures and return to UBF business office
- New: Electronic authorizations sent to unit business offices for approval/changes

- **Account Access Requests**

- Old: Individuals added to individual funds upon request – limited oversight
- New: Unit business offices will be required to approve all requests for individuals to be added to individual funds

- **UBFirst**

- Reports being restored based upon volume of use – many completed
- Anticipate restoration of transactional imaging

What other reporting changes
are forthcoming?

- All funds will have six digits in UBFirst and SIRI
- Replaces the existing ten digit number
- Translation is very easy for most funds
 - For spendable funds:
 - First digit is 0
 - Second digit is 0
 - 3rd through 6th digits are the 5th through 8th digits in current number
 - For endowed funds that are not available for expenditure:
 - First digit is 1
 - Second digit is 0
 - 3rd through 6th digits are the 5th through 8th digits in current number

EXAMPLES

- School of Management General Fund
 - Old/Current UBFirst/SIRI Number: 9357-067762
 - New UBFirst/SIRI Number: 0-00677
- Political Science Resource Fund
 - Old/Current UBFirst/SIRI Number: 9356-169325
 - New UBFirst/SIRI Number: 0-01693
- Mr. and Mrs. George D. Crofts Endowed Scholarship
 - Old/Current UBFirst/SIRI Number: 0301-237481
 - New UBFirst/SIRI Number: 1-02374

UBF New Expense and Revenue Codes

- Revenues and expenses will have four digits
 - Revenues begin with 4???
 - Expenses begin with 5???
- Replaces existing two digit number
- Coding handled by UBF business office staff

EXAMPLES

- Gifts – Individuals (revenue)
 - Old/Current UBFirst/SIRI Source Code: 10
 - New UBFirst/SIRI Code: 4010
- Scholarships/Fellowships (expense)
 - Old/Current UBFirst/SIRI Expense Code: 24
 - New UBFirst/SIRI Code: 5224

UBF Increased Electronic Transactions

- Utilize SciQuest for procurement requests
- Utilize ePTF for personnel transactions
- Coordinate with UB's use of Concur

- Enhance SIRI reports that are available on UBF transactions
 - Replicate and enhance popular UBFirst reports and views
- Provide scanned images to SIRI
 - Fund level: agreements, correspondence
 - Transactional level: Expenses
- Consider eventual elimination of UBFirst
 - What concerns does this create for UB business units?

Other Questions

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Thank you