University at Buffalo Foundation, Inc.

UB Foundation and Affiliates Updates

March 28, 2019

- New UBF Account Numbers
- Financial Reporting System Updates
  - SIRI
  - UBFirst
  - Concur
  - ShopBlue
  - Scholarships
  - ePTF
  - Payroll Encumbrances
  - Time and Attendance

Why Are We Changing?

- UBF Adopted New Financial System in July 2016
  - New System uses New Account Numbers
- Desire to Implement New Account Numbers Across All UB Business Systems and Applications

Old Account (10 digit number)

- First four digits:
  - Available or not-available funds
  - Reference to a university unit
- Last six digits:
  - Unique Fund Number

New Account (6 digit number)

- First digit:
  - Indicates if funds are available
    - 0 = available for expenditure
    - 1-8 = NOT available for expenditure
- Last five digits:
  - Unique Fund Number

Translation is very easy for **most** (but not **all**) funds

- For spendable/available funds:
  - First digit is 0
  - Second digit is 0
  - 3rd through 6th digits are the 5th through 8th digits in current number

Translation is very easy for **most** (but not **all**) funds

- For endowment principal and other funds that are not available for expenditure:
  - First digit is usually 1
  - Second digit is 0
  - 3rd through 6th digits are the 5th through 8th digits in current number

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EXAMPLES

- School of Management General Fund
  - Old/Current Number: 9357-067762
  - New Number: 0-00677

- Political Science Resource Fund
  - Old/Current Number: 9356-169325
  - New Number: 0-01693

EXAMPLES

- Mr. and Mrs. George D. Crofts Endowed Scholarship
  - Old/Current Number: 0301-237481
  - New Number: 1-02374
- Ellis – Jacobs School of Medicine Fund
  - Old/Current Number: 0303-688633
  - New Number: 1-06886

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UBF   New UBF Account Numbers

Translation from Old to New Numbers is available in both:

- SIRI

- UBFirst

Both Old and New Numbers Currently Display in SIRI and UBFirst

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UBF   SIRI

SIRI (Strategic Information Reporting Initiative) is UB's single authoritative source of institutional information and an enterprise analysis and reporting application.

SIRI displays financial and transactional data for UBF accounts, including:

- *Account Balances*

- *Revenues and Expenditures*

- *Encumbrances*

Currently

- – Displays Both Old and New Numbers

- – Old Numbers are Primary

- – Reporting Based Upon Old Numbers

Future Plans

- April 2019
  - New Numbers to Become Primary
  - Old Numbers to Remain as Reference
- Summer 2019
  - Money Dashboard Revised and Enhanced

UBF   SIRI

Future Plans

- Summer 2019 – Summer 2020
  - Further Development of SIRI Reporting
  - Popular UBFirst reports will be created
- Date To Be Determined
  - Imaging Available in SIRI
    - Transactional
    - Fund Agreements and Correspondence

UBFirst is the UB Foundation's Information and Reporting System.

UBFirst displays financial and transactional data for UBF accounts ONLY, including:

- *Account Balances*

- *Revenues and Expenditures*

- *Encumbrances*

- *Images for Transactions and Accounts*

Currently

- – Displays Both Old and New Numbers

- – Old Numbers are Primary

- – Reporting Based Upon Old Numbers

UBF UBFirst

Future Plans

- No Additional Upgrades Will Be Made to UBFirst

- Financial Information and Images Will Continue to be Made Available

- UBFirst will be retired once SIRI Reporting and Imaging has been implemented

UBF   Concur

Concur is UB's travel and expense reimbursement system.

UB faculty and staff can use Concur to book business travel, and to submit business travel and non-travel expenses for reimbursement.

Currently

- Available for UBF

- Utilizes New Account Number

- Should be used to reimburse any UB employee
  - Travel
  - Supplies

Reminders and Tips

- Reimbursements sent to Home Addresses
  - 3 business days after all info received
- UBF does NOT receive address updates made in Concur
  - Also update name and addresses with UBF independently of UB

Reminders and Tips

– Signatory on UBF account MUST allocate expenses

- UBF staff does not have ability to edit

– Images are maintained in Concur only

- Not transferred to UBFirst or SIRI

Future Plans

- Fiscal Year 2019-2020
  - UBF American Express reconciliations to be processed via Concur

ShopBlue

ShopBlue is a fully integrated eProcurement system allowing UB faculty and staff to place orders for necessary goods and services.

UBF ShopBlue

Currently

- – Not Available for UBF
- – Currently in a phased rollout for other funding sources

Future Plans

– Date to be Determined

- UBF will participate and utilize

- Implementation will be after State/RF funds

- Will utilize new account number

Interim Processes Available

- eReq
  - Uses old account numbers
  - No plans to update to new numbers
- Disbursement Requests (paper)
  - Can use either old or new account numbers
  - New number preferred

Currently

- – Domestic students must be processed via HUB

- – Non-resident aliens (NRA) processed via disbursement process

  - Requests are submitted to Financial Aid Office before they are routed to UBF

UBF   Scholarships

Reminders/Tips – Domestic Students

- Students Receive Funds Once Entered in HUB
- UBF receives report from HUB twice/month
  - Verifies all submissions
  - Posts to SIRI/UBFirst
  - Reimburses for scholarships paid
- Depending on timing, time between student receiving funds and posting in SIRI/UBFirst may be up to 4-6 weeks

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Reminders/Tips – NRAs

- Financial Aid processes requests for each semester once drop/add date is reached
- Payments processed by UBF upon receipt of paperwork from Financial Aid

UBF ePTF

ePTF (electronic personnel transaction form) is used to collect data about and process all appointments for all funding sources. Data is used to hire new employees, reappoint existing employees and to make change to a current employee's status.

UBF   ePTF

Currently

– Utilizes old account numbers

– **Must** be used for any personnel transaction processed by UBF

   • Paper forms will be returned to the department, which may cause delay in processing transactions

Future Plans

- Date to be Determined
  - New account numbers to be utilized

Payroll Encumbrances are used to estimate salary and fringe costs for UB personnel paid with UBF resources.

*Payroll Encumbrances for UBF funded positions are calculated on a **quarterly** basis.*

Future Plans

- April 2019
  - Quarterly encumbrances should be posted to both SIRI and UBFirst
  - Both wages and fringe costs for the quarter will be encumbered

  - Exempt and Non-exempt personnel will be encumbered
  - Hourly personnel not encumbered

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Currently

- Timesheets
  - Hourly Employees – submit to UBF business office
  - Exempt/Non-Exempt – no submission needed
- Annual/Vacation/Sick accruals
  - Maintained by university unit
  - No submission to UBF business office needed
- Other Leaves of Absence
  - Contact UBF business office for guidance

UBF

Future Plans

- Date to be Determined
  - Electronic Time and Attendance Reporting
    - Both Exempt and Non-Exempt
    - Will include tracking and use of annual/vacation/sick accruals

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Other Questions?

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Thank you!