1. BruinBuy System

Overview

BruinBuy is UCLA's e-procurement system. UCLA maintains a separate instance of the application for UC Merced campus with an alias of CatBuy. In addition to facilitating the business requirements for catalog shopping, the web application accommodates the entry and processing of non-catalog orders, Pcard orders, shipping orders and roundtrip orders. All BruinBuy orders are processed through the Purchasing and Accounts Payable (PAC) system and the integration takes place in real-time mode. All business rules implemented in PAC are enforced in BruinBuy, e.g.; Full Accounting Unit (FAU) validation, fund balance checking, encumbrance/memo lien postings and Distributed Administrative Computing Security System (DACSS)/Post Authorization Notification (PAN) system.

The shopping cart and catalog search components of BruinBuy were purchased from Commerce One (acquired by Perfect Commerce in 2005). Today, Perfect Commerce also provides the following e-marketplace and catalog management services for BruinBuy:

- Categorize and manage supplier disparate catalog format and content.
- Publish the standardized catalogs to BruinBuy.
- Dispatch orders in standard xcbl format from BruinBuy to suppliers.
- Provide order retrieval and integration services to suppliers.

The pricing and content of BruinBuy catalogs are reviewed and managed by the Strategic Sourcing Group in the central Purchasing Department.

BruinBuy web reports provide data for supplier contract compliance, supplier performance, spend analysis and other types of management metrics. They are available through BruinBuy or through the Financial Reports on the Web.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

Availability

Monday to Saturday: 6 a.m. to 9 p.m.

Training

Training classes are listed on the Campus Training Website at http://training.ucmerced.edu.

Getting Help

Functional
Questions regarding functional issues should be directed to Purchasing Department at (209) 228-4085 or via email at purchasing@ucmerced.edu

Technical
Technical problems should be reported to the AIS Help Desk at (310) 206-6951 or via email to helpdesk@ais.ucla.edu or to bfssupport@ucmerced.edu

Getting Service
Administrative Information Systems (AIS) group maintains and enhances this application. All change requests must be submitted through the Application Service Request (ASR) System at http://servicerequest.ais.ucla.edu/ and approved by the Business & Financial Services department.

2. Budget Application System

Overview
The Budget System is the official book of record for the campus' budget appropriations including FTE, and is the basis for maintaining and adjusting the permanent operating budget for the campus. As such, the Budget System generates the initial "July 1" appropriations into the General Ledger System at the beginning of each fiscal year, and is updated throughout the year to support current year budgetary decisions, and to support planning and preparation of the next year's budget. The Budget System consists of both online & batch processes running against a relational (DB2) database. The Budget System has information on the current year's permanent budget (dollars and FTE) for the next fiscal year summarized by Full Accounting Unit (FAU) to the sub level (i.e., location, account, cost center, fund and sub). Transaction data is available by transaction number showing the FAU, dollars, FTE and description. Budget files and tables are updated daily and reports are available through Document Direct.

The online transfer of funds function is a web-based transaction for the automatic transferring of budget in both the General Ledger and Budget Systems. Transfers are posted to the General Ledger immediately (realtime) and are available for viewing via the General Ledger Inquiry. Transfers posted to the Budget are posted during overnight processing and are available for viewing via the Budget QDB the next day. It is available thru the Financial Reports on the Web. The Financial Reports on the Web also contains several Budget to Actual Comparison Reports.

Related to the Budget System is the Online Open Provisions. It allows campus to track open provisions and is accessible from the main OASIS menu. Open Provisions is secured by DACSS and is linked to ASAP for post-audit review of transactions.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

Availability

Through the Web:
Monday through Saturday: 6 a.m. to 8 p.m.

Training
Training classes are held on as needed basis. Call Budget Office or Accounting Services with questions.

Getting Help

Functional
Questions regarding functional issues should be directed to the Budget Office at (209) 228-4632 or to Financial Services at (209) 228-4070 or by email to ucmfinance@ucmerced.edu

Technical
Technical problems should be reported to the AIS Help Desk at (310) 206-6951 or via email to HelpDesk@ais.ucla.edu or to bfssupport@ucmerced.edu

Getting Service

Administrative Information Systems (AIS) group maintains and enhances this application. All change requests must be submitted through the Application Service Request (ASR) System at http://servicerequest.ais.ucla.edu/ and approved by the Business & Financial Services department.

3. Effort Reporting System

Overview
The Effort Reporting System supports OMB circular regulation that the University certify effort devoted to sponsored projects, including committed cost sharing efforts (OMB Circular A-21). This system utilizes the data in the Financial System and Personnel/Payroll System, provides online and fully distributed access, captures Principal Investigator's (PI's) certifications electronically, generates adhoc and management reports, keeps historical information and audit trails.

This web-based system replaced the earlier Personnel Activity Reporting System (PAR) in Fall 2006. It is developed and maintained by University of California Office of the President

(UCOP), with customized authentication and external authorization by UCLA. The built-in internal authorization for PIs is in its original form.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

There are five value-based functions available, assigned by organizational hierarchy:

1. View Effort Reports
2. Edit, view Effort Reports
3. Certify, edit, and view Effort Reports
4. View Effort Reports with Payroll detail
5. ERS Coordinator

Availability
Monday to Friday: 6 a.m. to 9 p.m.

Training
Training classes are listed on the Campus Training Website at http://training.ucmerced.edu or email cga@ucmerced.edu.

Getting Help

Functional
Questions regarding functional issues should be directed to Contract and Grant Accounting at cga@ucmerced.edu

Technical
Technical problems should be reported to ucmfinance@ucmerced.edu or cga@ucmerced.edu

Getting Service
Service requests should be emailed to cga@ucmerced.edu

4. General Ledger (Financial Systems & Transfer of Funds)

Overview

The Financial System General Ledger Applications (FS) maintains the official financial book of record for the campus. It is the hub of central financial data management. Since its inception in 1981 this system has under gone a number of revisions and enhancements. FS is a set of applications that reside on the mainframe and web.

Chart of Accounts and Funds is maintained by Accounting Services and utilized by every financial application on campus. It uses a 32 character accounting unit in conjunction with a four level organizational hierarchy to accommodate reporting and summarizing of financial activity at various levels and by a variety of categories.

FS General Ledger provides batch transaction posting and reporting. Transactions from a multitude of sources are brought together into one database and made available to campus departments and to the Corporate Financial System at the UC Office of the President. In addition the system provides a full range of standard production reports including a Detail General Ledger (FS0100), and various summary reports, subsidiary ledgers, control reports, edit reports, transaction registers and campus mailing information.

UCLA Financial Web Menu provides a single sign-on for several financial services.

- Web Reporting provides a variety of General Ledger and Chart of Accounts and Funds reports that allowed drill downs and excel downloads
- Web KeyEntry was first introduced in 2001. At this time there are nine types of transactions that can be entered via the web, including financial journal, budgetary transfer of funds and non payroll expenditure adjustment.
- Reports from other systems, (i.e., PAC, Payroll, Budget, etc.) are integrated into the Financial Web. Consolidated Gift Reporting was added to the Financial Web to bring together gift information from UCOP and the campus to provide a comprehensive view of gift status.
- The financial web provides a link to the PAN system.
- Access to view static financial reports on the web is available since early 2007.

FS0EDIT encapsulates business rules into a common edit module. FS0EDIT is currently used by Purchasing/Account's Payable (PAC) and all the FS Web Key Entry applications. It is now available for use by other campus application via a Web Service (currently in alpha testing).

General Ledger balance and detail information is available for query and download via the Data Warehouse (QDB). Any reports generated from this central data, either for external or internal distribution, must be reconciled back to official FS system reports.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

Availability

Thru OASIS - 6 a.m. to 8 p.m., Monday to Saturday.

Training

Training classes are listed on the Campus Training Website at http://training.ucmerced.edu.

Getting Help

Functional: Questions regarding functional issues should be directed to Accounting Services, ucmfinance@ucmerced.edu or (209) 228-4070

Technical: Technical problems should be reported to Administrative Computing & Systems at bfssupport@ucmerced.edu.

Getting Service
Service requests should be emailed to ucmfinance@ucmerced.edu

5. Post-Authorization Notification (PAN)

Overview

PAN is the acronym for the Post-Authorization Notification process established for financial transactions. This web-based system was developed by UCOP and is customized and maintained by UCLA. Although originally established for payroll transactions, it is now used for all financial transactions.

PAN reviewers fall into two categories, mandatory and non-mandatory. Financial transactions must have at least one mandatory reviewer in order to be processed. Notices are generated to predefined reviewers upon successful completion of a transaction. Mandatory reviewers must login to the PAN system to review their notices. Non-mandatory reviewers receive an email generated at the time of the transaction.

Mandatory reviewers are required to log on to PAN and review their notifications within 2 business days. PAN provides an “inbox” for each reviewer and records a date/time stamp when the record is reviewed. The PAN System allows anyone with access to view notices via a web based report with a variety of search criteria, including organizational hierarchy, FAU, preparer, reviewer and date parameters.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

There are two major functions, PAN reviewer (Non-Payroll) and PAN reviewer (Personnel/Payroll). Each reviewer must have at least one of these. In addition, all reviewers (mandatory and non-mandatory) must be established in the DACSS system by Process ID, which indicates what financial transactions they are authorized to review:

- Purchasing transactions
- Payroll and employee transactions
- Open Provisions
- Transfer of Funds
- Travel Expenses

Availability

The PAN system is available 6 a.m. to 9 p.m., Monday through Saturday.

Training

Training classes are listed on the Campus Training Website at http://training.ucmerced.edu or email to ucmfinance@ucmerced.edu

Getting Help

Functional: Questions regarding functional issues should be directed to Accounting Services.

Technical: Technical problems should be reported to the AIS Help Desk or to bfssupport@ucmerced.edu

Getting Service

Service requests should be emailed to ucmfinance@ucmerced.edu

6. Personnel-Payroll (EDB)

Overview

The Personnel/Payroll System (PPS) is the University's human resources and payroll system for ten campuses and it contains a wide variety of employee demographic, and employment and payroll data, both current and historical. The primary purpose of PPS is to ensure that all employees are paid properly and in a timely fashion and to support payroll-related reporting requirements of both the university and external agencies.

UCOP serves as a software vendor and maintains what is referred to as the "base" PPS. Modifications to the base PPS occur several times each month. The releases are distributed to each campus, with the campus being responsible for the integration of the changes into local operational PPS. Campuses are permitted to make local customization to PPS within a set of guidelines that ensures that local changes do not compromise the integrity of the system or jeopardize correct and timely payment to all employees, and that they implement UC Human Resource policy uniformly.

This base PPS has been heavily customized and enhanced by UCLA to integrate with other applications (ISIS, DACSS/ASAP, UID and FS) developed and maintained by AIS. Major added features are Automated Consolidated Self Billing, Web data entry, Web report viewing using View Direct, Web Garnishment Process and Web Reporting in Online Financial System Reporting (OFSR). The original Web PAN (designed for PPS transactions only) has been modified to include all other financial applications.

Certain data from the Personnel/Payroll System is provided via QDB.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

Availability

Thru OASIS - 6 a.m. to 9 p.m., Monday to Saturday

Thru Web processing - 6 a.m. to 8 p.m., Monday to Saturday

Thru Web report viewing - 24 hours a day, seven days a week

Training

Training classes are listed on the Campus Training Website at http://training.ucmerced.edu or email to payroll@ucmerced.edu

Getting Help

Functional: Questions regarding functional issues should be directed to Payroll Services by email to payroll@ucmerced.edu.

Technical: Technical problems should be reported to the AIS Help Desk or to bfssupport@ucmerced.edu

Getting Service

Service requests should be emailed to ucmfinance@ucmerced.edu

7. Purchasing-Accounts Payable (PAC) System

Overview

The PAC system maintains the purchasing and accounts payable data that tracks the status of a purchase or reimbursements from initial request through payment and bank reconciliation for the campus. The base modules of PAC, purchased from Walker Interactive Systems in 1984 (INFOR owns the licenses today), were Requisition, Purchase Order, Vendor Maintenance, Receiving, Invoice and Payment. In subsequent years, enhancements and customizations were added to the base system to accommodate business requirements. The system handles all types of orders, reimbursements and check requests for regular vendors, employees, students and one-time payees; and interfaces with general ledger and payroll. The system verifies authority and audits, providing authentication of FAUs and dollar limits; and provides post-audit notification through PAN.

It is designed to be a paperless process with a work queue, three-way or two-way matching, and email notification. It provides EFT payments to employees, students, vendors and processes EDI invoices for EDI ready suppliers.

PAC is the official book of record for purchasing and accounts payable transactions, and maintains a complete history of all transactions. It updates the General Ledger with memo liens, encumbrances, expenditures, and check-write transactions each night. Reports are provided online through RDS and web reports are accessible through BruinBuy and the Financial Reports on the Web.

BruinBuy, which provides a graphical user interface, real-time interface to PAC, online vendor

catalogs, and e-procurement shopping carts for ease of use, was implemented in June 2001.

Getting Access
Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

There are four major groups of functions available:

- Campus functions
- Central Purchasing functions
- Accounts Payable functions
- System Administration functions

Training
Training classes are listed on the Campus Training Website at http://training.ucmerced.edu or email purchasing@ucmerced.edu

Availability

Through OASIS, Monday to Saturday from 6 a.m. to 9 p.m.

Getting Help

Functional: Questions regarding functional issues should be directed to Campus Purchasing.

Technical: Technical problems should be reported to the AIS Help Desk at x66951 or via email to purchasing@ucmerced.edu

Getting Service
Service requests should be emailed to ucmfinance@ucmerced.edu

8. Staffing List & Open Provisions

Overview
The Staffing List System produces reports based on data residing in the Budget System, Personnel/Payroll System, and its own Open Provision File. These electronic reports (sorted in Organization, Division and Department sequence) are stored in the Report Distribution System for online and web viewing. This system is used as a tool for supporting the management of payroll expenses. It provides each department with a mechanism to reconcile their permanently budgeted FTEs and dollars for both academic (sub 0) and staff (sub 1) positions.

During Fiscal Year Processing, a file from this system must be provided to UCOP per a set schedule.

This was originally developed and maintained by UCOP, but has since been heavily customized by UCLA to provide online Open Provision updating and Web report viewing. Updating of open provisions is done online through the OASIS (mainframe). Open provision updates generate Post-Authorization Notifications to the PAN system. Data from the Staffing List System is also provided in the QDB.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

There are five major functions:

1. Non-value based Open Provision update
2. Value based Open Provision update
3. Value based reports for department
4. Value based reports for control office
5. Value based reports for UCOP

Availability

Through OASIS - 6 a.m. to 8 p.m., Monday to Saturday
Through the Web (reports only) - 24 x 7

Training

No general training sessions offered

Getting Help

Functional: Questions regarding functional issues should be directed to the Budget Office.

Technical: Technical problems should be reported to the AIS Help Desk at (310) 206-6951 or via email to ucmfinance@ucmerced.edu

Getting Service
email service requests to ucmfinance@ucmerced.edu

9. Financial Web

Overview

Financial Web has three sub components. The web reporting system (OFSR) was developed to provide accurate and timely financial information to users. Currently there are over fifty reports from FS and other central office applications. These reports are supported centrally as official book of record information. All the reports have report drill down and excel download capabilities. Reports are divided into several submenus and report descriptions are available on the Web:

1. Financial, including Summary, Detail and reference table lookup
2. Payroll reports
3. PAC/BruinBuy reports (also available thru the BruinBuy application menu)
4. Consolidated Gift Reports (see detail below)

Web KeyEntry was developed to replace error-prone and time-consuming paper documents and key punch with a user friendly interface for transaction posting. It also helped solve the need to enforce compliance with University policies. There are now eight Web KeyEntry applications. All have the same look and feel which includes a spreadsheet like format and Excel upload capability. These include:

1. Financial Journal
2. Cash Received and Deposited
3. Electronic Funds Transfer
4. Non-Payroll Expenditure Adjustment
5. Encumbrance Voucher
6. Transfer of Funds
7. Memo Lien Voucher

Consolidated Gift Fund Reports brings together data from three different sources to provide the campus with comprehensive information regarding gift fund balances. It has both mainframe and web components, with all reports presented on the web.

Getting Access

Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

There are six major functions assigned:

- FS Financial Journal Adjustments Dept. Level (Upd/Inq)
- FS Memo Lien (Upd/Inq)

- FS Non-Payroll Expenditure Adjustment
- FS Non-PEAR (Browse only)
- FS Interdepartmental Recharge Request (Preparer)
- Budgetary Transfer of Funds, Campus Level (Upd/Inq)

Availability

Through the Web - 6 a.m. to 9 p.m., Monday to Saturday

Training
Training classes are listed on the Campus Training Website at http://training.ucmerced.edu or email ucmfinance@ucmerced.edu

Getting Help

Technical: Technical problems should be reported to the AIS Help Desk at (310) 206-6951 or via email to ucmfinance@ucmerced.edu

Functional: Questions regarding functional issues should be directed to Accounting Services.

Getting Service
Email service requests to ucmfinance@ucmerced.edu

10. Query Data Base (QDB)

Overview
The Query Data Base (QDB) provides administrative data and processed information in readily usable formats, enabling departments to create independent executive information systems and do ad-hoc reporting. The target audience for QDB is the Management and Staff personnel of Academic and Administrative units who are responsible for processing administrative data through central transaction systems and then retrieving that data for the purpose of sound departmental management. QDB also provides data to central administrative units which need specialized access to data.

Getting Access
Account creation is handled by UC Merced Accounting Services for local users. Inquire with the Management Services Officers (MSO) in your department for system access or email ucmfinance@ucmerced.edu. Users will be contacted within 1-2 working days of ID creation to schedule the required security training. Changes to access permissions are effective the day after they are processed in the system.

Reporting Tools

The campus data warehouse (QDB) was designed to work effectively with any "ODBC-compliant" reporting tool, including (but not limited to) Hummingbird's BI/Query, Crystal Reports, Microsoft Excel and Access, and SQL.

Availability
QDB is available from 6 a.m. to Midnight, 7 days a week. For exceptions and scheduled outages, please be sure to check the Events Calendar.

Training
Training classes are listed on the Campus Training Website at http://training.ucmerced.edu or email ucmfinance@ucmerced.edu

Getting support/questions

Users can either contact the functional unit or the QDB Support Team at support@qdb.ucla.edu for assistance.

Distributed Administrative Computing Security System (DACSS)

Overview
Distributed Administrative Computing Security System (DACSS) is the application access control system for financial systems. It features a distributed administration model to a centralized access control system. DACSS allows Security Administrators on campus to manage access to the resources and functions of all major university transaction systems such as Transfer of Funds, Purchasing/Accounts Payable, and Payroll etc via a single user interface.

To view access control information in DACSS authorized account holders can use the web reports available in the Online Financial Web Reports or query the DACSS QDB directly.

Available Functions

Online update and inquiry access to the DACSS On-line Access and E-mail Authorization Control Files and the PAN Audit File, web-based authentication via the ISIS tool.

The Security Administrator can assign application access (e.g., access to preparing online purchase requisitions or fund transfers) and create the post-audit email notification list based on particular values of the criteria established for each application (i.e., organizational hierarchy, FAU etc.). The audit file provides both department and central officers with a complete repository of all online transactions initiated by departments. Like DACSS, online access to the audit file is available by a wide variety of selection criteria including document type, specific document number, date prepared, organizational hierarchy, the FAU or any of its individual components, the online preparer, subject, and dollar level.

Restricted Functions
The actual updating of the DACSS files is restricted to Security Administrators (and assigned backups) under ACF2 security.

The application now provides a facility where SAs can request simple Logon IDs via the web (Online SAR) review, via the web, the various access rules for members in their departments. A web based "authentication" module has been developed to complement the web applications. This authentication tool is now available on UNIX, and will shortly be available for applications on Windows NT.

Training
Training materials have been developed for DACSS and are distributed at the time training is provided to the Security Administrator.

Getting Help

Systems Information, Training and Documentation
Contact Access & Security Services, AIS | Phone: (310) 825-3822

Technical
Technical problems should be reported to the AIS Help Desk or by email to ucmfinance@ucmerced.edu.

11. <u>Online Report Applications</u>

- ViewDirect (RDS): The reports of mainframe-based central applications are available online. They can be accessed via your mainframe connection or by using the web-based component of the report system. Use the Related Links to see detailed information on RDS, getting access and a user's guide. Reports can also be printed to a local printer if connectivity with AIS has been set up. See the description in the next section below.

- Financial Web: Many users go to the Financial Web to view data and print reports on financial information. The advantages are: 1) on demand creation of the report so that the latest available data is included and 2) drill-down capability allowing users to view information at the specific level needed, e.g., by account, fund, principal investigator, organizations, etc. Large, normally printed reports, such as the General Ledger, can be viewed at this detailed level and needed portions printed.

The applications included on the Financial Web are: Financial Systems, Payroll, PAC/BruinBuy, DACSS and Gift Reports. Reports can be printed locally, in an Internet Explorer format or downloaded into an Excel spreadsheet. Accounts Payable reports will be included on the Financial Web in the near future.

12. **<u>Print</u>**

- Locally: Mainframe connectivity is available for printers campuswide, allowing departments to print Employee Documents (IDOCs), and ViewDirect-RDS reports (Online Report Distribution) on local printers. These printers can be connected to any of

the major operating systems such as Windows, Novell and various flavors of UNIX. Use the 'Remote Printing' link in Related Links for information on how to get connected.

- Centrally: Contact Business & Financial Services (ucmfinance@ucmerced.edu) for information on centrally-produced reports.

13. Epay – Electronic Payment Processing

Overview

ePay is the primary electronic payment collection site for University of California, Merced. The site collects payment for the campus departments for all services including student bills, sundry debtors and other service enterprises.

The site is secured and in compliance with Payment Card Industry (PCI) standards. Acceptable payment methods are E-Check (ACH) and major credit cards. Payments collected from ePay are posted to all initiating applications and university general ledger automatically. Inquiries about the site can be made by sending an email to bfssupport@ucmerced.edu

In order to Sign-In to ePay you must have a UCMNetID/Password or a Parent PIN assigned to you by a student of UC Merced. If you need assistance using ePay, have a question to ask you can visit Help & Support section which includes FAQ and how to videos.

Training

Offered only 1 on one or in small group by request. Send requests to bfssupport@ucmerced.edu

Availability

24/7 through the web at http://epay.ucmerced.edu

Access – For authenticated payment such as bill pay users need LDAP account. Email idm@ucmerced.edu with questions. Non-authenticated payments require no prior authorization. Emaill cashiers@ucmerced.edu or bfssupport@ucmerced.edu for administrative access.

Getting Help

Functional – call campus cashiering office (209) 228-2274 or email cashiers@ucmerced.edu

Technical – email bfssupport@ucmerced.edu for assistance

14. Administrative Cashiering System

Overview

UC Merced runs Administrative Cashiering system from Informed decision. This application enables campus units to cashier over-the-counter, back office payments and departmental deposits campus-wide. Departmental cashiers, campus administrators and other authorized campus users can perform all cashiering operations with ease using web interface. With this approach every PC on campus becomes a workstation.

Major Features

- Deploy Full-Featured Cashiering System Designed for unit/department of Any Size
- Cashiering Functionality to All Authorized Campus Users With a Web Browser
- Eliminate Hardware, Maintenance and Ongoing Support Costs Associated with Traditional Systems
- Uniformly Implement Business Policies and Procedures Campus-Wide
- Built-in Management Tools for Reporting & Analysis

Campus cashiering systems allows acceptance of all payment types - cash, credit cards, debit cards, campus, money orders, checks and e-checks. All transactions entered are stored in one centralized system for audit ability and reporting. End-of-day balancing is easy as the operator can instantly define report parameters to generate customized reports.

Training

Offered only 1 on one or in small group by request. Send requsts to cashiers@ucmerced.edu

Availability

24/7 through the web

Access – Emaill cashiers@ucmerced.edu or bfssupport@ucmerced.edu for administrative access.

Getting Help

Functional – call campus cashiering office (209) 228-2274 or email cashiers@ucmerced.edu

Technical – email bfssupport@ucmerced.edu for assistance

15. Payroll Time Reporting

Overview

Payroll Time Reporting (PTR) is a web-based time and attendance system that allows employees to promptly and accurately report their work time and leave use.

Easily view and update timesheets on the web anytime anywhere, view personnel information and setup email notifications to advise you when your timesheet is due or the content of your timesheet has been updated. If you aren't sure where to start or have questions, please see PTR Help Central. You will find helpful links, learning tools, and access to experts.

Training – online at https://ptr.ucmerced.edu

Availability – 24/7 via web

Access – all staff personnel have user access with LDAP authentication. Email admin access requests to payroll@ucmerced.edu

Getting Help

Functional – email payroll@ucmerced.edu
Technical – email bfssupport@ucmerced.edu