

Campus Closing Comments
Fiscal Year Ending June 30, 2003

	Comment	Campus	Notes
1	Closing was smoother due to improved CFR and better understanding of CFR	BK, DV, RV, SD, SC	No action necessary
2	Worksheet cycle was helpful	BK, DV, RV, SD, SC	No action necessary
2a	Delay worksheet cycle for a few days	RV, SC	Because we need all campus files and a certain minimum processing time, we cannot delay the worksheet cycle and still provide review time before Final Cut-off
2b	Make worksheet cycle available earlier and more quickly	SD	Addition of monthly cycles in CFR before the end of FY2004 will provide earlier review opportunity
2c	Add prelim cycle in addition to worksheet and final	SD	To be implemented in 2004
3	CFR reports by account and by year helped in preparing variance analysis	BK	No action necessary
4	Need more explanation of what is required for MD&A-requesting discussion at closing meeting	DV	UCOP will provide enhanced instructions for the preparation of the MD&A for 2004
4a	Making fewer reports necessary for MD&A was appreciated	SD	No action necessary
4b	Change the due date for MD&A to be the same as the unusual and nonrecurring changes	BK	The 2004 closing schedule will be adjusted
5	Develop a financial control-like process to record equipment transfers to aid in balancing between campuses	DV, SC	To be implemented in 2004
5a	Develop transaction codes to track transfers of equipment	IR	To be implemented in 2004
5b	Develop an exception report for intercampus transfers of equipment	SD, IR	To be implemented in 2004
6	Diagnostic reports were useful tools	SC	No action necessary
6a	For footnote, exception and diagnostic reports-list helpful hints (e.g. what should = 0)	RV	UCOP will review the help screens and revise where necessary.
7	Prior year handpostings accessible via the FJE system?	RV	Will not be available for 2004
8	Specific email messages to those campuses that are out-of-balance or have other problems, especially plant, rather than general all-campus message (save time for campuses)	RV, SC	UCOP will contact specific campus if known, otherwise broadcast message will be sent (to save time for OP)
9	New exhibits - expenditures by agency, indirect costs - numbers are unproven and don't tie directly to other statements. Give long advance notice of any new statements subject to audit and used in the published statements so campuses can ascertain the data is correct.	SD	UCOP will endeavor to provide campuses with data elements to be used in new CFR reports so that campuses can verify accuracy of data in CFS

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10	Detail by fund group rounded differently than summary report. Several other reports also did not match due to rounding.	SD, LA	The rounding conventions used create these discrepancies because the detail is different between the various reports. This will be the case regardless of the convention selected.
11	Some schedules did not allow drill-down to OP accounts and extra effort was needed to explain to PwC. All footnote reports should provide a drill-down.	DV	Many reports do not enable the user to drill-down because the detail is available in the SNA or SRECNA. UCOP will add this request to the project list.
12	Implement the changes to the SRECNA based on transfers (suggestions received from BK)	BK	UCOP is reviewing changes to intercampus section of transfers. Due to budgetary limits, this may not be accomplished in 2004. UCOP will add this request to the project list.
13	Add to the "CFR Summary" (megareport) a section for Capital Assets - Total per Footnote Disclosure: Capital Assets - Reconciliation of Original Cost compared to the total per "GL Ending Balance"	SD	This comparison can be found in the footnote report (CFRU 2011). UCOP will add this request to the project list.
14	There was a week delay from final ledger to CFR viewing. Can the final ledger cutoff be extended to more closely mimic the date CFR is made available.	SD	To build the database, we need all campus files, and a certain period of time to process the files, review edits, approve the files, build the database, and populate CFR. Delaying the Final cut-off will delay the availability of CFR by the same length of time
15	Produce some or all of the Campus Schedules through CFR	SC	This item is on our project list, but has been deferred and will not be available in 2004
16	CFR takes one back to the first page of a report when exiting the drill-down screen and defaults to its original small print.	SC	UCOP will add this request to the project list.

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17	Emails for New Codes for SPWB and other Debt not complete. OP should consolidate the entire process into one document	SC	UCOP is planning to update all Accounting Manual Chapters to incorporate information from IRMs and memos issued. Not all areas can be updated in 2004. As SPWB lease revenue bonds are sold, individual letters will be sent to the involved campuses, detailing accounting transactions.
17a	OP should be consistent when referring to the same thing: SPWB Capital Lease, State Lease Revenue Bonds, State Capital Lease, Capital Lease Obligation-SPWB - all refer to the same thing.	SC	UCOP will review correspondence and documentation to ensure consistency of terminology
17b	When providing entries to campuses, OP should notate which entries are made by OP and which by the campuses	SC	UCOP will review documentation and provide clear instructions
18	Copy Fiscal Closing Coordinators on all correspondence sent to the Controllers	IR	All correspondence concerning closing issues will include copies to Fiscal Closing Coordinators
19	Clarify OP position on the Auditors "Summary of Unadjusted Difference" (SUD) for both campus and hospitals prior to closing	IR	UCOP will provide enhanced instructions for the preparation of entries for SUD for 2004
20	Add a step for the updates for the prior year Chancellor management letter comments	BK	To be implemented in 2004
21	Clarify the due dates for the 19 journal cutoff (both 8/18 and 9/12 are listed)	BK	2004 Closing Schedule will include one date for the final cut-off for 19 journals
22	Change the due date for the campus schedules to after the final handposting is due (9/12)	BK	Campus schedules for 2004 will be due as soon as all 19 journals are processed.
23	Endowment letter regarding add to principal and returns not sent until July - change due date	BK	Due date for 2004 will be coordinated with the issuance of the letter.
24	Need explanation of the year-end processes to transfer state support, and the UCOP process.	DV	UCOP will provide written instructions for 2004
25	Need explanation of the year-end processes to record ed fee/general fund exchange transactions, and the UCOP process.	DV	UCOP will provide written instructions for 2004
26	Diagnostic report to verify the current year beginning balance with the prior year's ending balance of net assets on SRECNA	BK	This information is available on the last page of the SRECNA report. Due to budgetary limits, a separate report will not be available in 2004.

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27	Diagnostic report to verify the total operating expense in SRECNA with the total in Operating Expenses by Function in the Footnote Disclosure	BK	A variety of statements and exception reports will identify this out of balance. Due to budgetary limits, this may not be accomplished in 2004.
28	Updated version of Adobe Acrobat was not compatible with the version used by CFR	SF	UCOP is testing an updated version of WebFocus to eliminate this problem.
29	Improve screen layout and navigation to eliminate the need to scroll to make selections, especially the "RUN" button for reports.	LA	Instructions for PC settings to resolve this problem will be posted on the GASB website.
30	Retain previously selected campus and location filters selections as a default	LA, SC	Implemented for 2004
31	Improve the excel downloading formatting and formulas	LA	UCOP is testing an updated version of WebFocus to eliminate this problem.
32	Improve the drill-down capability so that entire file can be expanded to a lower level of detail all at once, rather than line-by-line	LA	Implementation of this request would allow all categories of a report to be analyzed to the account level at one glance. UCOP will add this request to the project list.
33	Ability to extract the report data, not in the report format, including object code and transaction code.	SD	Account Group Code data was made available in 2003. UCOP will add this request to the project list.
34	Diagnostic report to identify incompatible UAS and AGC	SC	Report has been identified and specifications provided to IR&C.
35	Additional reports assisting with edit errors	SB	Several reports are under development. Specific requests should be made to UCOP for inclusion on the project list.
36	Adherence to the deadlines for the WSH cycle	IR	UCOP will make sure that the deadline is published well in advance of the due date.