



UCLA

Extramural Fund Management

EFM Updates

Research Administrator's Forum
May 12, 2016

Today's topics



- Fiscal Closing Schedule
- PAMS version 2 Deployment
- EFM Newsletter

Fiscal Close Update

Maurice Taylor

It's That Time of Year Again!

- April 1, 2016, the General Accounting Office distributed guidelines for this year's fiscal close
- The schedule include instructions that cover a variety of business transactions for the campus at large and deadline dates
- EFM would like to remind our research community of some key highlights that pertain to sponsored research

Reminder: According to the General Accounting Office's fiscal close guide:

- Preliminary Ledger closes July 19, 2016
 - During this period campus must monitor June financial activity with the use of the On-Line Financial Reports or FS-QDB. July 19, is the last opportunity to process any adjustments for this fiscal year. **Please reconcile monthly!**

- Interim Ledger closes July 26, 2016.
 - After July 19, 2016, adjustments are reserved for General Accounting purposes only.

The fiscal close schedule can be located at:

<https://www.finance.ucla.edu/corporate-accounting>

Revenue and Expenditures

- All revenue and expenditures that pertain to this fiscal year must be recorded in the general ledger by July 7, 2016.
 - Invoices that pertain to this fiscal year must be submitted to A/P by July 7, to be captured as this year's business, otherwise they must be reported as accrual.
 - If you are aware of expenditures that were incurred this fiscal year and have not been able to receive an invoice from the vendor for processing, please report those transactions to the General Accounting office by **July 8, 2016, at 10:00 am to Dok Yun at x42664** in General Accounting.

Fiscal Close Update



Cost Transfer Processing:

The fiscal close deadline for processing low risk expense Cost Transfers set by the General Accounting and Payroll offices are as follow:

- Payroll Friday, June 24, 2016 at 8pm
- Non-payroll Tuesday, July 19, 2016 at 8pm

EFM receives a significant amount of high risk cost transfers during the fiscal close period. The deadline dates below are established to ensure adequate time for EFM to conduct appropriate review of high risk expenses transfers. EFM request that all High Risk transfers be submitted as follow:

- Payroll Monday, June 20, 2016 at 7:00 am
- Non-payroll Wednesday, July 13, 2016 at 7:00 am

High Risk Transfers:

- High Risk transfers include expenses that are being transferred 90 days after the fund expiration, 120 days after the original transaction date, and re-transfers.

Late Submission

- Due to the high volume, high risk expenses transfers submitted after the EFM deadlines will not be guaranteed to be processed by CFS deadlines. Expense transfers not processed by CFS deadlines will expire. Expired expense transfers will have to be re-submitted after June fiscal close, if so desired.
- EFM will require department to submit strong explanation and supporting documentation for high risk expenses transfers submitted after EFM deadlines. Explanation must indicate why the transfer is being submitted late and describe the procedures established to prevent these situations from reoccurring, signed by the CAO/CFO or an equivalent department senior manager.

PAMS v.2 Deployment

Yoon Lee

PAMS v.2 Deployment

Finishing up Wave 1 rollout: Departments currently enrolled

Organization	Number of Departments
Letters and Science	52
David Geffen School of Medicine	27
International Institute	16
School of Arts and Architecture	14
Henry Samueli School of Engineering and Applied Science	14
School of Law	3
UCLA Fielding School of Public Health	3
Anderson School of Management	2
Graduate School of Education and Info. Studies	2
Semel Institute	1
Basic Biomedical Sciences	1
Total	135
Total Number of Departments with C&G awards	312
Enrollment (%)	43%

- Individualized reach out to Wave 2 departments has begun in May to
 - Determine the PAMS cluster assignment
 - Explain how to fill out a PAMS Access Form
- A complete list of departments in Wave 2 will be posted to EFM website soon

Variety of training will be available to suit the needs of different users

- In-Person Training: 64 total attendees
 - Friday, April 8th 9:00-11:00
 - Monday, April 25th 9:00-11:00
 - Additional training sessions will be held as rollout continues

- Online training: www.efm.ucla.edu
 - Quick Guides: Available for all pages in PAMS
 - Video tutorials: New videos are added frequently!
 - How to complete PAMS Access Form (available now)
 - Sign On and Worklist (available now)
 - Invoices and Reports Due to Sponsor Dashboard (coming soon)
 - Closeout Packet Dashboard (coming soon)
 - Deliverables (coming soon)

EFM Newsletter

Yoon Lee

- To provide UCLA research community with a way to keep informed of current developments at EFM and beyond:
 - EFM staffing update, procedures and process changes
 - Industry updates
 - Announcements
 - Any topics of your interest

- Your topic suggestions are welcome and appreciated!
 - E-mail to EFM Operation: EFMOperations@research.ucla.edu

- Inaugural Issue will be released this month
- Quarterly release through ORA listserv
 - Subscribe via e-mail: ora-news-subscribe@lists.ucla.edu



Volume 1, Issue 1
May 2016

www.efm.ucla.edu

Inaugural Issue

Welcome to the inaugural issue of the EFM Newsletter! We're excited to provide a way to keep you informed of current developments at EFM and beyond.

Introducing Our New Staff Members

We are pleased to announce the appointments of Valena Mann and Duy Dang as Fund Management Team Managers. Valena and Duy have extensive experience in Contract and Grant Administration, both having previously served in departmental roles before joining EFM. They are excited to join EFM and can be contacted with questions regarding their team's portfolios.

Questions

Contact information

EFM Website

www.efm.ucla.edu

Yoon Lee

X40375

yoan.lee@research.ucla.edu

Maurice Taylor

X42843

mtaylor@research.ucla.edu

PAMS Help

x40008

PAMSHelp@research.ucla.edu

