

# RESEARCH ADMINISTRATION

**Extramural Fund Management**

**February 8, 2018**

# Today's Topics

- Fund Closeout and Deletion
- ERS Detail Report in the RAPID tool
- Effort Reporting

# Fund Closeout and Deletion

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# New Financial System

- Software Selection:
  - Oracle Enterprise Resource Planning Cloud
  
- System Implementation Services:
  - December 2017: RFP issued
  - January – February 2018: Presentations by vendors
    - Deloitte Consulting
    - Huron Consulting
  - February 2018: The final vendor to be selected
  - April 2018: Implementation kick-off

# New Financial System

- Opportunities to streamline and standardize business processes to improve efficiency and effectiveness of operations by adopting best practices when applicable
- Inventory and map business processes:
  - Conduct gap analysis from both central and departmental perspectives
- Redesign chart of accounts:
  - Compile key functionalities required for sponsored project funds
- Clean the data:
  - Close expired funds and purge closed funds

# Key Steps in Closing Funds

Complete all financial deliverables

- All required Invoices and/or financial reports are submitted

Clean the general ledger

- Operating balance = \$0

Confirm all payments are collected

- Accounts receivable = \$0

Confirm all obligations are paid

- Accounts payable = \$0



Close the fund (Y/N)

- Close the fund in the fund table in FS
- Closed? "Y" + Re-appropriate? "N"

Purge the fund

- Closed funds can be purged after going through one fiscal closing cycle

# Key Steps in Closing Funds

Clean the general ledger

- Operating balance = \$0

- Operating balance in all accounts/cc linked to the fund must be zero.
- Final expenses reported to the sponsor often includes adjustments to expenses recorded in the general ledger.
  - Transfer cost overrun, unallowable, and/or inapplicable expenses off from the fund timely (Provide an unrestricted FAU when requested).
  - Transfer unexpended balance (Provide assurances and explanation required by Policy 913).
  - Confirm all adjustments are posted to the general ledger as expected and reconcile discrepancy if any.
  - Address all pending encumbrance.

# Key Steps in Closing Funds

## Purge the fund

- Closed funds can be purged after going through one fiscal closing cycle

- Purged funds become available to be used for new awards.
- EFM is in the process of purging funds closed during FY15-16 or prior.
- EFM is planning to purge funds closed during FY16-17 in the coming fiscal year (FY18-19).



# ERS Detail Report in the RAPID Tool

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# Transition to UCPath

- Evaluating the need to integrate various reports consuming payroll data with UCPath.
- Multiple reports in the RAPID Tool consume payroll data in PPS today.
  - Payroll After Fund End Date
  - Employee Sum
  - Admin Salary
  - Training Grant – Postdoc Allowable/Unallowable Benefits
  - Training Grant Benefits
  - ERS Detail Reports

# RAPID Tool: Payroll Related Reports

## RAPID Project Quick Wins

### Closeout Reports

### ARRA, ERS, Billing & A/R Reports

Pre-Closeout Checklist (Recommended 2 months prior to fund end date)

Smart Closeout Tool

Summary - By Sub

Expenses - Unallowable and Warning Object Codes

Expenses - After End Date

Remaining Encumbrances

F&A Reconciliation Link

Subawards/Subcontracts/Subgrants

1198XX (Intercampus/Carryforward/STIP)

Training Grant - Trainee Expense Worksheet

Training Grant - Postdoc Allowable/Unallowable Benefits

Training Grant Benefits

Detail - Closed

Detail - After Closeout

Payroll After Fund End Date

Employee Sum

Admin Salary

Detail - Closed Warning and Unallowable Expenses

Detail Equipment - Within 90 days of Expiration

ARRA Linked Accounts by Hierarchy Code

ARRA FTE Report

ERS Detail report (11/12 Academics and Non Academics)

ERS Detail report (9/12 Academics)

Billing & Accounts Receivable

Financial Reporting and Invoicing Tool

Under evaluation

In scope for transition  
(evaluating implication of CBR)

In scope for transition

# ERS Detail Report in the RAPID Tool

- Tuesday, February 6, 2018: Announcement soliciting feedback on the usage of ERS Detail Reports in the RAPID tool was sent to campus via ERS listserv and ORA listserv
- Monday, February 26, 2018: Due date to submit feedback

# Effort Reporting

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# Effort Reporting Statistics

## On-Time Certification Rate for the 2/7/18 Deadline

- Spring and Summer 2017
  - On-Time Rate: 89.5%
  - Released: 10,919 & Certified: 9,793
    - Number of uncertified reports: 1,126
  
- All Quarters Certification Rate since Spring '06
  - Rate: 99%
  - Total open reports: 1,592

# Effort Reporting Certification Rates

- By academic year for all quarters as of 2/7/18

Academic Year	Fall			Winter			Spring			Summer		
	Cert Rate	Cert #	Open #	Cert Rate	Cert #	Open #	Cert Rate	Cert #	Open #	Cert Rate	Cert #	Open #
2005-2006	N/A	N/A	N/A	N/A	N/A	N/A	100%	6683	0	100%	6985	0
2006-2007	100%	6112	0	100%	6051	0	100%	6195	0	100%	6576	0
2007-2008	100%	5828	0	100%	5872	0	100%	5996	0	100%	6498	0
2008-2009	100%	5831	0	100%	5878	0	100%	6129	0	100%	7395	0
2009-2010	100%	6434	0	100%	6681	0	100%	6899	0	99%	7794	5
2010-2011	99%	6558	19	99%	6613	8	99%	6766	7	99%	7078	7
2011-2012	99%	6210	2	99%	6282	1	100%	6278	0	99%	6604	3
2012-2013	99%	5774	1	99%	5844	1	100%	5814	0	99%	6116	2
2013-2014	99%	5371	2	99%	5336	1	100%	5504	0	99%	5894	5
2014-2015	99%	5261	3	99%	5333	7	99%	5333	14	99%	5842	22
2015-2016	99%	5210	16	99%	5253	16	99%	5344	44	98%	5640	61
2016-2017	98%	5024	101	97%	5063	118	90%	4712	506	89%	5081	620

# ERS Reminders

- Fall 2017 and Winter 2018 Effort Reports
  - Release mid-April
  - Deadline July 2018
  
- Effort Report Training Course
  - May 9 and 10
  - Register: Learning Management System (LMS) at <http://lms.ucla.edu>
  
- ERS Notifications
  - To subscribe: Send an e-mail to: [ers-subscribe@lists.ucla.edu](mailto:ers-subscribe@lists.ucla.edu) or [ora-news-subscribe@lists.ucla.edu](mailto:ora-news-subscribe@lists.ucla.edu). The subject line and body of the e-mail can be blank
  
- ERS Help Desk:
  - Connie Brown at [ershelp@research.ucla.edu](mailto:ershelp@research.ucla.edu)



“SEE YOU ALL AT ...!”

100%

## Contact information

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