

# RESEARCH ADMINISTRATION

**Extramural Fund Management**

**April 12, 2018**

# Today's Topics

- ERS Reports in the RAPID tool
- Fund Deletion Status
- PAMS New Financial Deliverable Pages

# ERS Detail Report in the RAPID Tool

- February 2018: Announcement soliciting feedback on the usage of ERS Detail Reports in the RAPID tool (RAPID ERS reports) to campus.
  - Will the RAPID ERS reports be redundant?
    - Payroll details are available in the ERS and UCPATH Distribution of Payroll Expense (DOPE) report
    - UCPATH DOPE report provides more flexibility in searching and sorting payroll data (e.g. by individual) than PPS Payroll Distribution Report
- Per review of feedback, the RAPID ERS reports provide additional features not available in the current design of UCPATH DOPE report.
  - Calculation of effort % in a calendar month for progress report
  - Review of effort % including adjustments prior to processing expense transfers
  - Projection of effort % including planned effort % in future
- The RAPID ERS reports will be included in scope for transition with UCPATH.

# Fund Deletion Status

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

# Fund Deletion Status

- February 2018:
  - Announced that EFM started purging funds that were closed in FY15-16 or prior: 3,600 + funds identified for purging
  
- March 2018:
  - 2,300+ funds successfully purged
  - 1,300+ funds were not purged
  
- April 2018 ~:
  - 1,300 + funds in process
  - Balance in Accounts Payable must be cleared
  - EFM working with General Accounting and Accounts Payable
  
- Upon completion of purging funds closed in FY15-16, EFM will start purging funds closed during FY16-17

# **PAMS New Financial Deliverable Pages**

Jennifer Iglesias

# PAMS: Financial Deliverables

- View schedule of invoices and financial reports
- Download copies of completed financial deliverables
- View the status of completion
  - Pending Department Action: appear on department's worklist

# New Features: Financial Deliverables

- Deliverable Search
  - Search award by PATS institution number or by fund number
- Deliverable List
  - Enhanced award information, access to award snapshot
  - Award specific department and EFM contacts
- Financial deliverable comments
  - Reflect updates as action is taken by user



# Deliverable Search

- Search financial deliverables by PATS Institution Number



My Funds | **Deliverables** | Reports | Administration

Deliverables Search

## Deliverable Search

**Institution Number:**

**Fund:**

# Deliverable Search: PATS Institution

- Search financial deliverables by PATS Institution Number
  - All funds associated with that institution number appear

My Funds: Deliverables Reports Administration

Deliverable Search

**Deliverable Search**

Institution Number:

Fund:

Institution	Fund	Award Number	Budget Period	Project Period
20151111	33333	R01123ABC-03	07/01/17-06/30/18	07/01/15-06/30/20
	22222	R01123ABC-02	07/01/16-06/30/17	07/01/15-06/30/20
	11111	R01123ABC-01	07/01/15-06/30/16	07/01/15-06/30/20


Institution	Fund	Award Number	Budget Period	Project Period	Sponsor	PI	Department
20151111	33333	R01123ABC-03	07/01/17 - 06/30/18	07/01/15 - 06/30/20	NIH	Bruin, Joe	1000- Murphy Hall
	22222	R01123ABC-02	07/01/16 - 06/30/17	07/01/15 - 06/30/20	NIH	Bruin, Joe	1000- Murphy Hall
	11111	R01123ABC-01	07/01/15 - 06/30/16	07/01/15 - 06/30/20	NIH	Bruin, Joe	1000- Murphy Hall

# Deliverable List: Award information


My Funds **Deliverables** Reports Administration



Deliverables List

## Deliverables List




<b>Institution Number:</b> 20151111	<b>PI:</b> Bruin, Joe	<b>MFNOA:</b> Yes
<b>Award Snapshot:</b> 	<b>Dept.:</b> 1000-Murphy Hall	<b>Payment Basis:</b> Cost Reimb
<b>Award Status:</b> Awarded / Fully Executed	<b>Sponsor:</b> NIH	<b>EFM Contact:</b> <a href="#">EFM Accountant</a>
<b>Project Period:</b> 07/01/15 - 06/30/20	<b>Prime Sponsor:</b> N/A	<b>Dept Contact:</b> <a href="#">Department Preparer</a>
<b>Program Type:</b> Basic Org Research	<b>Sponsor Award No.:</b> RO1123ABC	

[← Back to Search](#)




 Expand All

Fund: 33333 Budget Period(s): 07/01/17 - 06/30/18 									
Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments	
Financial Report	Final	Once	09/30/18	EFM Accountant	Not Started	04/03/18			

Fund: 22222 Budget Period(s): 07/01/16 - 06/30/17 									
Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments	
Financial Report	Final	Once	09/30/17	EFM Accountant	Submitted	09/25/17			

Fund: 11111 Budget Period(s): 07/01/15 - 06/30/16 									
Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments	
Financial Report	Final	Once	09/30/16	EFM Accountant	Submitted	09/25/16			

# Deliverable List

My Funds **Deliverables** Reports Administration

Deliverables List

## Deliverables List

<b>Institution Number:</b> 20151111	<b>PI:</b> Bruin, Joe	<b>MFNOA:</b> Yes
<b>Award Snapshot:</b>	<b>Dept.:</b> 1000-Murphy Hall	<b>Payment Basis:</b> Cost Reimb
<b>Award Status:</b> Awarded / Fully Executed	<b>Sponsor:</b> NIH	<b>EFM Contact:</b> <a href="#">EFM Accountant</a>
<b>Project Period:</b> 07/01/15 - 06/30/20	<b>Prime Sponsor:</b> N/A	<b>Dept Contact:</b> <a href="#">Department Preparer</a>
<b>Program Type:</b> Basic Org Research	<b>Sponsor Award No.:</b> RO1123ABC	

[← Back to Search](#)

Expand All

Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments
<b>Fund:</b> 33333 <b>Budget Period(s):</b> 07/01/17 - 06/30/18								
Financial Report	Final	Once	09/30/18	EFM Accountant	Not Started	04/03/18		
<b>Fund:</b> 22222 <b>Budget Period(s):</b> 07/01/16 - 06/30/17								
Financial Report	Final	Once	09/30/17	EFM Accountant	Submitted	09/25/17		
<b>Fund:</b> 11111 <b>Budget Period(s):</b> 07/01/15 - 06/30/16								
Financial Report	Final	Once	09/30/16	EFM Accountant	Submitted	09/25/16		

# Deliverable List

Deliverable List

## Deliverables List

<b>Institution Number:</b> 20151111	<b>PI:</b> Bruin, Joe	<b>MFNOA:</b> Yes
<b>Award Snapshot:</b>	<b>Dept.:</b> 1000- Murphy Hall	<b>Payment Basis:</b> Cost Reimb
<b>Award Status:</b> Awarded / Fully Executed	<b>Sponsor:</b> NIH- National Institute of Health	<b>EFM Contact:</b> <a href="#">EFM Accountant Email</a>
<b>Project Period:</b> 07/01/15 - 06/30/20	<b>Prime Sponsor:</b> N/A	<b>Dept Contact:</b> <a href="#">Department Preparer Email</a>
<b>Program Type:</b> Basic Org Research	<b>Sponsor Award No.:</b> R01123ABC	

[← Back to Search](#)

- Expand All
- Fund: 33333 Budget Period(s): 07/01/17 - 06/30/18
 

Category	Type
Financial Report	Final
- Fund: 22222 Budget Period(s): 07/01/16 - 06/30/17
 

Category	Type
Financial Report	Final
- Fund: 11111 Budget Period(s): 07/01/15 - 06/30/16
 

Category	Type
Financial Report	Final

Fund: 33333		Budget Period(s): 07/01/17 - 06/30/18			Status
Category	Type	Frequency	Due Date	Assigned To	
Financial Report	Final	Once	09/30/18	EFM Accountant	
Fund: 22222		Budget Period(s): 07/01/16 - 06/30/17			
Category	Type	Frequency	Due Date	Assigned To	
Financial Report	Final	Once	09/30/17	EFM Accountant	
Fund: 11111		Budget Period(s): 07/01/15 - 06/30/16			
Category	Type	Frequency	Due Date	Assigned To	
Financial Report	Final	Once	09/30/16	EFM Accountant	

# Deliverable Search

- Search financial deliverables by fund number

[My Funds](#)
[Deliverables](#)
[Reports](#)
[Administration](#)

Deliverables Search

## Deliverable Search

**Institution Number:**

**Fund:**

Institution	Fund	Award Number	Budget Period	Project Period	Sponsor	PI	Department
20160001	77777	ABC-1ZA23	09/01/17-08/31/18	09/01/16-08/31/19	Sports Foundation	Smith, Josephine	1000-Murphy Hall

# Deliverable List: Documents

## Deliverables List

<b>Institution Number:</b>	20160001	<b>PI:</b>	Smith, Josephine	<b>MFNOA:</b>	No
<b>Award Snapshot:</b>		<b>Dept.:</b>	1000- Murphy Hall	<b>Payment Basis:</b>	Cost Reimb
<b>Award Status:</b>	Awarded / Fully Executed	<b>Sponsor:</b>	Sports Foundation	<b>EFM Contact:</b>	<a href="#">EFM Accountant Email</a>
<b>Project Period:</b>	09/01/16 - 08/31/19	<b>Prime Sponsor:</b>	N/A	<b>Dept Contact:</b>	<a href="#">Department Preparer Email</a>
<b>Program Type:</b>	Basic Org Research	<b>Sponsor Award No.:</b>	ABC-1ZA23		

[← Back to Search](#)

[+ Add](#) [✎ Edit](#) [- Delete](#) [🔍 Award Sequence Status](#)

[☑ Expand All](#)

[☑ Fund: 77777](#) **Budget Period(s):** 09/01/17 - 08/31/18

Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments
Invoice	Final	Once	11/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	01/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/18	EFM Accountant	Pending Department Action	04/03/18		
Invoice	Interim	Quarterly	01/31/18	EFM Accountant	Submitted	01/21/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Submitted	10/25/17		

# Deliverable List: Pending Department Action

## Deliverables List

<b>Institution Number:</b>	20160001	<b>Pt:</b>	Smith, Josephine	<b>MFNOA:</b>	No
<b>Award Snapshot:</b>		<b>Dept.:</b>	1000- Murphy Hall	<b>Payment Basis:</b>	Cost Reimb
<b>Award Status:</b>	Awarded / Fully Executed	<b>Sponsor:</b>	Sports Foundation	<b>EFM Contact:</b>	<a href="#">EFM Accountant Email</a>
<b>Project Period:</b>	09/01/16 - 08/31/19	<b>Prime Sponsor:</b>	N/A	<b>Dept Contact:</b>	<a href="#">Department Preparer Email</a>
<b>Program Type:</b>	Basic Org Research	<b>Sponsor Award No.:</b>	ABC-1ZA23		

[← Back to Search](#)

[+ Add](#) [🔄 Edit](#) [- Delete](#) [📌 Award](#) [📅 Sequence](#) [📊 Status](#)

Expand All

Fund: 77777 Budget Period(s): 09/01/17 - 08/31/18

Category	Type	Frequency	Due Date	Assigned To	Status	Latest Update	Document	Comments
Invoice	Final	Once	11/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	01/31/19	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	07/31/18	EFM Accountant	Not Started	04/03/18		
Invoice	Interim	Quarterly	04/30/18	EFM Accountant	Pending Department Action	04/03/18		
Invoice	Interim	Quarterly	01/31/18	EFM Accountant	Submitted	01/21/18		
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Submitted	10/25/17		



# Deliverable List: Comments

Deliverable List

Institution  
Award Sn  
Award St  
Project Pe  
Program

← Back  
⊕ Expand  
⊕ Fund:  
Cat  
Invoice  
Invoice  
Invoice  
Invoice  
Invoice  
Invoice  
Invoice  
Invoice  
Invoice

**Deliverable Comments** ✕

**Institution Number:** 20160001      **Fund:** 77777      **Budget Period:** 09/01/17-08/31/18 ✉

Date	User Name	Comment Type <span style="font-size: small;">▼</span>	Comments
04/03/18 2:00 PM	EFM Accountant	User	Reached out to Department Fund Manager, John Smith, and requested the sponsor specific invoice template to be completed and returned to EFM by 04/20/2018 for review and submission
04/03/18 2:00 PM	EFM Accountant	Workflow	Modified Status to Pending Department Action
09/01/17 10:00 AM	EFM Accountant	System	Deliverable Created: Category: Invoice, Type: Interim, Frequency: Quarterly, Due Date: 04/30/18, Assigned To: Accountant Central Office Staff

Cancel

Invoice	Interim	Quarterly	07/31/18	EFM Accountant	Not Started	04/03/18	
Invoice	Interim	Quarterly	04/30/18	EFM Accountant	Pending Department Action	04/03/18	
Invoice	Interim	Quarterly	01/31/18	EFM Accountant	Submitted	01/21/18	
Invoice	Interim	Quarterly	10/31/18	EFM Accountant	Submitted	10/25/17	

nce Status   
  
Comments

# PAMS: New Financial Deliverable Pages

- New features will be available May 2018!
- PAMS Resources:
  - Training videos, FAQ's:  
<http://ora.research.ucla.edu/EFM/Pages/PAMS/TrainingMaterials.aspx>
  - PAMS Help: [pamshelp@research.ucla.edu](mailto:pamshelp@research.ucla.edu) or x40008

## Contact information

EFM Website

<http://ora.research.ucla.edu/EFM/>

Jennifer Iglesias

X42846

[jennifer.iglesias@research.ucla.edu](mailto:jennifer.iglesias@research.ucla.edu)

Yoon Lee

X40375

[yoon.lee@research.ucla.edu](mailto:yoon.lee@research.ucla.edu)

