

RESEARCH ADMINISTRATION

Extramural Fund Management

May 10, 2018

Today's Topics

- ERS Reports in the RAPID tool
- Fund Deletion Status
- PAMS New Financial Deliverable Pages
- FY17-18 Fiscal Closing

ERS Reports in the RAPID tool

Yoon Lee

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
- April 2018: Announcement confirming that the RAPID ERS reports will be remediated to consume payroll data from UCPATH.

Fund Deletion Status

Yoon Lee

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 Updates

Jennifer Iglesias

PAMS New Version

- Released Monday, 5/07/18!
- Enhancements to financial deliverables include:
 - Search for financial deliverables by using the PATS Institution Number or Fund Number
 - View financial deliverables for the project period of an award
 - Download completed financial deliverables
 - Email award specific department and EFM contacts
 - Access the award snapshot from the Deliverable List page

Live Demonstration

PAMS Training Resources

- Videos, FAQ's:
<http://ora.research.ucla.edu/EFM/Pages/PAMS/TrainingMaterials.aspx>
- For any questions, contact the PAMS Help Team:
pamshelp@research.ucla.edu or x40008

FY17-18 Fiscal Closing

Jen Ear

Fiscal Year 17-18 Closing

- Fiscal Year Closing is Around the Corner!
- Corporate Financial Services (CFS) released the “FY17-18 Fiscal Closing Letter and Schedule” on April 12th, 2018.
- The letter and other fiscal closing instructions and details are available at:
<https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>

Fiscal Year 17-18 Closing

May

- Review the fiscal closing letter and schedule to identify deadlines applicable to your area
- Conduct your monthly reconciliation and ledger review to;
 - Verify that expenses booked to the ledger have been recorded to the appropriate FAU
 - Process cost transfers for adjustments
 - Ensure invoices received from vendors and subcontractors are submitted to the Accounts Payable office
 - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY17-18

Fiscal Year 17-18 Closing

June

Date	Deadlines
June 25, 2018 at 10:00am	Department deadline to submit vendor and subcontractor invoices to Accounts Payable for FY17-18
June 28, 2018 at 8:00pm	Department deadline to submit payroll cost transfers requiring EFM approval

- To minimize accrual of expenses follow up with vendors and subcontractors for invoices billing for goods and services rendered during FY17-18
- Conduct your monthly reconciliation and ledger review to ensure expenses are recorded to the appropriate FAU and financial adjustments have been posted.

Fiscal Year 17-18 Closing

July

Date	Deadlines
July 9, 2018	Deadline for all expenditures pertaining to fiscal year 2017-18 to be recorded in the general ledger
July 10, 2018 at 10:00am	Department deadline to submit Accrual and Deferral forms with support to EFM. Forms can be located at http://ga.accounting.ucla.edu/fcr/
July 12, 2018 at 8:00pm	Department deadline to submit non-payroll cost transfers requiring EFM approval for the June 2018 Prelim Ledger
July 18, 2018 at 8:00pm	Central office deadline to post online financial journals for the June 2018 Prelim Ledger
July 19, 2018	June Prelim Ledger is available

Fiscal Year 17-18 Closing

August

Date	Deadlines
August 6, 2018	Approximate release date for June Final ledger.

Fiscal Year 17-18 Closing

- Summary of Key Department Deadlines

Date	Deadlines
June 25, 2018 at 10:00am	Department deadline to submit vendor and subcontractor invoices to Accounts Payable for FY17-18
June 28, 2018 at 8:00pm	Department deadline to submit payroll cost transfers requiring EFM approval
July 10, 2018 at 10:00am	Department deadline to submit Accrual and Deferral forms with support to EFM. Forms can be located at http://ga.accounting.ucla.edu/fcr/
July 12, 2018 at 8:00pm	Department deadline to submit non-payroll cost transfers requiring EFM approval for the June 2018 Prelim Ledger
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