



Extramural Fund Management

May 9, 2019

Agenda

- **Fiscal Closing for FY18-19**
- **PPS Payroll expense transfers**
- **UCPath Salary Cap/MCOP worksheet**

Fiscal Year 2019 (FY19) Closing

Andrew Merki

FY19 Closing

Closing Schedule

- **Fiscal Year End (FYE) Closing is around the corner**
- **Corporate Financial Services (CFS) released the “FY19 Close Letter and Disposition of Funds” on Wednesday, May 1st**
- **The letter along with fiscal closing instructions and details are available on the CFS Website**
 - <https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>

FY19 Closing

Reconciling and Recording Expenses

- **What should I do now starting in May and continuing through FYE Close?**
 - 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, if needed
 - Ensure invoices received from vendors and subcontractors are submitted to the Accounts Payable office timely
 - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY19

FY19 Closing

Expense Transfer Deadlines for EFM Review

- **Payroll Expense Deadlines**

Pay Day	Pay Cycle	Pay Period	Roster is Available & Monthly Maintenance (MM)	Last Day to...			Pay Compute*
				Process Web Expense Transfer for Review by EFM	Update EDB & Affect Roster	Enter Time on the Roster	
06/26/19	B1	06/02-06/15	06/11/19	06/14/19	06/18/19	06/19/19	06/20/19
07/01/19	MO	06/01-06/30	06/12/19	06/18/19	06/20/19	06/21/19	06/24/19
07/10/19	B2	06/16-06/29	06/24/19	06/27/19	07/01/19	07/02/19	07/03/19

← **EFM PPS Payroll Expense Transfer Deadlines**

- **Non-Payroll Expense Deadlines**

- **By 10:00am on June 24th** - Departments must submit invoices to Accounts Payable for FY19
- **By 5:00pm on July 8th** - Departments must submit non-payroll cost transfer to EFM for review

- **There are no guarantees for review if expense transfers are submitted after their deadlines.**
- **Expense transfers that are not reviewed will expire and require the department to resubmit after the Fiscal Year.**

FY19 Closing

Accrual Deadline and Overview

- **When is the deadline for submitting accruals to EFM?**
 - By 5:00 pm on July 5th
- **When are accruals required and why do they matter?**
 - The Governmental Accounting Standards Board (GASB) requires the UC/UCLA financial statements to be prepared on an “accrual basis” where expenses incurred in a fiscal year are recorded to the year which goods and services were rendered.
 - In other words, an accrual is required if a department receives an invoice for expenses that will be recorded to a research project after the AP deadline of 10:00am on June 24th.
- **How do I submit an accrual?**
 - Departments must complete the accrual Form E online, and
 - Complete a journal justification, and
 - Submit supporting documentation to EFM at EFMOperations@research.ucla.edu
 - **Note:** Accrual forms, justification template, and instructions will be made available by CFS in June

FY19 Closing

Reminder: PPS Discontinuation

Important reminder: PPS will discontinue as of July 1, 2019

- EFM standard procedure will be to not accept pre-UCPath go live payroll expense transfers debiting to sponsored project funds after PPS support discontinues.
- Department will be responsible for finding unrestricted funding source for these payroll expenses.
- If payroll expenses need to be transferred off from sponsored project funds after PPS support discontinues, EFM will require the department to submit comprehensive explanation and action plan that includes endorsement of Department CFO, CAO, Director, or an equivalent position on the explanation and action plan.
 - For additional information and full overview of PPS discontinuation, refer to January 2019 EFM RAF presentation: <http://www.research.ucla.edu/ora/training/documents/Mar-19/RAF-2019-03-EFM.pdf>

UCPath: Salary Cap/MCOP Worksheet

Yoon Lee

UCPath Funding Error Correction

- **February 27, 2019: Announcement sent to ORA listserv asking for funding error correction including step-by-step guidelines on how to correct these errors.**
- **Review payroll reports to ensure pay percentages of all positions to the sponsored projects are accurate and make correction upon discovery of errors.**
 - A delay in correcting funding entry errors will result in numerous salary cost transfers, may require revision of invoices and financial reports, and may cause the University not to be able to recover costs incurred for the sponsored projects.
 - If you are not the person completing the funding entry page in UCPath, please coordinate with those individuals in your department to make correction in UCPath.

UCPath Funding Error Correction

- Ensure all transactions in the department suspense/default account are moved to correct funding sources. ODS reports are available in CDW.
 - ODS Funding Report – No funding Info: “Add funding sources to these positions”
 - ODS Funding Report – Current and Future funding: “Remove funding end dates of the positions”

The screenshot displays the UCPath Reporting web application. On the left is a navigation menu with three items: 'Welcome', 'Systemwide Reports', and 'Internal User Reports' (highlighted in orange). The main content area is titled 'InternalUserReportsPages' and includes a pagination control showing 'Entries: 1 - 10'. Below this is a list of reports, each with a small icon to its left. A red rectangular box highlights the following three items in the list: 'ODS Funding Reporting - Current and Future Funding', 'ODS Funding Reporting - Current Funding', and 'ODS Funding Reporting - No Funding Info'. Other reports in the list include 'Biweekly Accruals Report - Fringe', 'Biweekly Accruals Report - Salary and Wages', 'E708 Before After Report', 'General Accounting Labor Ledger Summary Report', 'Organization Default Account charges assigned to Position Departments', 'Position Filled/Unfilled Status Report (Permanent Budget Only)', and 'Post Authorization Notice Report'.

UCPath Training Resources

<https://ucpath.ucla.edu/training>

UCLA UCPATH TRAINING

The UCPath training team is committed to providing UCLA faculty and staff with the resources they need to successfully interact with the new UCPath system.

In addition to the courses and supporting materials shared here, you can access the University of California Office of the President (UCOP) materials, such as Job Aids and User Productivity Kits (UPKs) on the UCPath Help Site.

UNIVERSITY OF CALIFORNIA UCPath

MCOP

Results for: MCOP

- View filtered outline
- Approve Position Funding Request
- Submit New Position Funding Entry Request
- Submit New Position Funding Entry Request - MCOP
- Upload Funding File
- Enter Direct Retro Funding Update - MCOP
- Employee Lifecycle - Add Position and Funding
- Initiate Rehire Template Transaction (Acad)

Use this task to add funding for a filled, single-headcount position using the Salary Cap / MCOP Funding Worksheet.

Use the Salary Cap / MCOP Worksheet, which is accessible from the Funding Entry page to set up complex funding, such as funding subject to salary cap rates or positions with multiple components of pay.

Navigation: PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

Note: This page may also be available in Workcenter depending on your security access.

UNDERSTANDING YOUR CURRICULUM

UCPath training is role-based. This means that you will be required to take training courses that are related to your role in UCPath. Click on the link below to learn more about the UCPath roles and the training curriculum for each role.

What training courses do I need to take? >

How do I access the UCPath Training Courses? >

UCPATH TRAINING COURSES

All UCPath training courses will be available online via the UCLA Learning Management System (LMS). Some courses will also be offered in an in-person, instructor-led training format. Click on the link below learn more about each course, find links to each training in the LMS, and learn more about attending instructor-led trainings.

TRAINING RESOURCES & HELP

In addition the UCPath training courses, there are many resources and reference materials available to help you understand UCPath. Click the link below to review and download these resources.

Where can I get more information? >

Action Required to Prepare for Go-Live >

FEATURED JOB AIDS

[Funding at UCLA Job Aids Bundle](#)

This job aid is associated with

[Job Aid - DOS Cod to Earn Code Mapping at UCLA](#)

This job aid is associated with

[Job Aid - UCPath EMPL Classes and Codes at UCLA](#)

[UCPC Job Aid - Template Transactions Action Reason Codes Descriptions](#)

+ UCPATH TRAINING RESOURCES BY COURSE

+ ADDITIONAL UCPATH TRAINING RESOURCES

UCPath: Salary Cap/MCOP Worksheet Demo

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Any Questions?

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