Agenda

• FY 2020-21 Fiscal Closing Activities
• Effort Report Release
FY20-21 Fiscal Closing Updates

Robert De Jesus
2020–21 Fiscal Year End Close Overview

• Business and Finance Solutions (BFS) has announced the Fiscal Year End (FYE) Closing Activities FY2020-21.

• EFM has compiled deadlines for campus to submit to EFM for review and processing

• EFM sent an announcement of FYE Close EFM deadlines on 05/07/2021.
  ◦ Email Subject: 2020-21 FYE Close - EFM Deadlines
What to do in May and continuing through FYE Close

- Review the fiscal closing letter and schedule to identify deadlines applicable to your area

- Conduct monthly reconciliation and ledger review:
  - Verify that expenses booked to the ledger have been recorded to the appropriate FAU
  - Process cost transfers for adjustments, if needed
  - Submit vendor and subcontractor invoices to Accounts Payable in a timely manner
  - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY20-21
# FYE Close – Department Deadline for Submission to EFM

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline to Submit to EFM for Review/Processing</th>
<th>Deadline for EFM to Review, Approve, and Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll (UCPath) Direct Retro Expense Transfer</td>
<td>06/30/2021 @ 5:00 PM</td>
<td>07/06/2021 @ 5:00 PM</td>
</tr>
<tr>
<td>PPS Costs Transfer Journal Request</td>
<td>06/30/2021 @ 5:00 PM</td>
<td>07/13/2021 @ 5:00 PM</td>
</tr>
<tr>
<td>Intercampus Transfers</td>
<td>07/02/2021 @ 5:00 PM</td>
<td>07/13/2021 @ 5:00 PM</td>
</tr>
<tr>
<td>Accrual/Deferral Forms and Supporting Documents</td>
<td>07/06/2021 @ 5:00 PM</td>
<td>07/13/2021 @ 5:00 PM</td>
</tr>
<tr>
<td>NPEAR Non-Payroll Expense Adjustments</td>
<td>07/06/2021 @ 5:00 PM</td>
<td>07/13/2021 @ 5:00 PM</td>
</tr>
</tbody>
</table>
Treatment of Late Cost Transfer Submission

• Review and Approval of Late submission of Cost Transfers cannot be guaranteed by EFM

• Expense transfers that are not reviewed due to late submission will be reviewed and processed next fiscal year.
Fiscal Year End Accruals

When accruals are required & why it matters:

- 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.
- Submit Reimbursement Requests and Vendor Invoices to Accounts Payable by June 21, 2021 to be recorded as part of FY2020-21 Expenses
- If you missed the AP deadline of June 21, 2021, submit an Accrual Request to EFM by July 6, 2021
  - Complete the accrual Form E
  - Complete journal justification
  - Submit supporting documentation to EFM at EFMOperations@research.ucla.edu

Note: Accrual forms, justification template, and instructions will be published by BFS in June 2021
Effort Reporting Release

Robert De Jesus
The current progress projects Effort reports to be released on Monday, May 17, 2021 for the following periods:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Non-Academics and 11/12 Academics</th>
<th>9/12 Academics</th>
<th>Certification Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>October – December 2019</td>
<td>July – October 2019</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>October – December 2020</td>
<td>July – October 2020</td>
<td>July 31, 2021</td>
</tr>
</tbody>
</table>
Effort Report Release Overview

• In total **43,830** Effort Reports will be generated across the March 2019 – March 2021
  ➢ **3,260** Effort Reports (7.44% of Total Effort Reports) will have “Under Prelim Review” flag due to various UCPATH Defects which will block the ability to certify these reports.
• All payroll transactions through March 2021 are loaded in ERS so all direct retros processed through that period are reflected in the effort reports.
• General information on certifying effort reports can be found on the ERS section of the EFM website: [https://efm.research.ucla.edu/ers-overview/](https://efm.research.ucla.edu/ers-overview/)
Effort Report with “Under Preliminary Review” Flag

As noted per the last Effort Report Release on October 2020, some reports have been flagged as “Under Preliminary Review” in ERS due to unresolved UCPath defects.

- An Updated ERS Master Exception List of all effort reports flagged as “Under Preliminary Review” along with special instructions can be found on EFM’s website: [https://efm.research.ucla.edu/ers-training/#specialinstructions](https://efm.research.ucla.edu/ers-training/#specialinstructions)
- In addition, the “Under Preliminary Review” flag appears in two places in ERS:
  1. Under a separate column in the employee’s Report List
  2. On the effort report in the upper right corner with a red box
Effort Report with “Under Preliminary Review” Flag

- There are five unresolved UCPath issues that are being flagged in impacted effort reports. Additional issues may be added to the exception list if any are discovered.

- The specific issue impacting an effort report is noted in 1) the ERS Master Exception List Excel file and 2) under the “Comment Log” in the effort report in ERS:
### Effort Reports Generated Statistics Spring 2019 – Winter 2019*

<table>
<thead>
<tr>
<th>Effort Reports Generated Statistics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Effort Reports Generated</td>
<td>43,830</td>
</tr>
<tr>
<td>Effort Reports with UCPATH Defect*</td>
<td>3,260</td>
</tr>
<tr>
<td>Affected Population %</td>
<td>7.44%</td>
</tr>
</tbody>
</table>

#### UCPATH Defect

<table>
<thead>
<tr>
<th>UCPATH Defect</th>
<th>Number of Reports affected</th>
<th>Required Campus Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings with Missing Hours</td>
<td>827</td>
<td>Review Supplemental file and job aid provided by EFM before certification</td>
</tr>
<tr>
<td>Pending Mass Leave Correction</td>
<td>1,031</td>
<td></td>
</tr>
<tr>
<td>Missing Payroll Lines</td>
<td>1,199</td>
<td>Effort Reports should not be certified until EFM provides further instructions</td>
</tr>
<tr>
<td>Missing Y-OTC or N-OTC Lines</td>
<td>471</td>
<td></td>
</tr>
</tbody>
</table>

*Effort Reports may be affected by one or more UCPATH Defect

- Earnings with Missing Hours, Missing Payroll Lines and Missing Y-OTC or N-OTC Lines.
Review of UCPATH Defects affecting Effort Reports

- Mass Leave Correction (MLC) is correcting two issues related to exceptions taken (e.g., VAC, SKL) which has been discussed in detail during the November 2020 RAF [https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-11-EFM.pdf](https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-11-EFM.pdf)
  - The first batch of MLC was processed to address issues for transactions posted between September 2018 – June 2020
    - Effort Reports with corrected records will be unflagged and will be ready for certification
    - Effort Reports affected by MLC that failed the validation test will remain flagged
  - The second batch of MLC is scheduled for June 2021 and will address issues for transactions posted between July 2020 – January 2021
    - Effort Reports affected by the Leave issues for this period will be flagged with “Under Preliminary Review” citing “Pending Mass Leave Correction”
Any Questions?

Contact Information -

EFM Website
http://efm.research.ucla.edu

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