



Extramural Fund Management

May 13, 2021

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.**
 - <https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>
- **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

2020–21 Fiscal Year End Close

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

Description	Deadline to Submit to EFM for Review/Processing	Deadline for EFM to Review, Approve, and Process
Payroll (UCPath) Direct Retro Expense Transfer	06/30/2021 @ 5:00 PM	07/06/2021 @ 5:00 PM
PPS Costs Transfer Journal Request	06/30/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM
Intercampus Transfers	07/02/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM
Accrual/Deferral Forms and Supporting Documents	07/06/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM
NPEAR Non-Payroll Expense Adjustments	07/06/2021 @ 5:00 PM	07/13/2021 @ 5:00 PM

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



Effort Report Release Overview

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

Reporting Period	Non-Academics and 11/12 Academics	9/12 Academics	Certification Due Date
Spring 2019	April - June 2019	March – June 2019	June 30, 2021
Summer 2019	July – September 2019	June - September 2019	June 30, 2021
Fall 2019	October – December 2019	July – October 2019	June 30, 2021
Winter 2020	January – March 2020	November 2019 – February 2020	June 30, 2021
Spring 2020	April – June 2020	March – June 2020	June 30, 2021
Summer 2020	July – September 2020	June – September 2020	June 30, 2021
Fall 2020	October – December 2020	July – October 2020	July 31, 2021
Winter 2021	January – March 2021	November 2020 – February 2021	July 31, 2021

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/>

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>
 - In addition, the “Under Preliminary Review” flag appears in two places in ERS:
 1. Under a separate column in the employee’s Report List

Period	Employee	Department	Last Modified	Status	Under Prelim Review
Winter 19: Non-Academics	Gomez, Valeria Gonzalez (104522340)	Extramural Fund Management	09/21/2020 v1.1	Not Required	✓

2. On the effort report in the upper right corner with a red box

GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS
Emp. ID: | Home Dept: Extramural Fund Management

Report Under Preliminary Review

Version: 1.1 (09/21/2020 05:11) | Status: Not Required
Report Period: January 1, 2019 to March 31, 2019
Pay Periods: January 1, 2019 to March 31, 2019

Comment for Version 1.1
09/23/20 1:13 PM by VALERIA GONZAL GOMEZ
Pending Mass Leave Correction (MLC) entry-do not certify until further instruction is provided by EFM

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:

The screenshot displays the ERS interface for an effort report. At the top, there are navigation tabs: 'REPORT LIST', 'MANAGE SEARCHES', and 'SEARCH REPORTS'. On the right, there are action buttons: 'View Payroll Details', 'Export', 'Send', 'Print', and a help icon. The report title is 'GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS' with 'Emp. ID: 104522340 | Home Dept: Extramural Fund Management'. Below the title, there are tabs for 'Edit Report', 'View/History', and 'Comment Log'. A red banner on the right side of the report area reads 'Report Under Preliminary Review'. The report details include: 'Version: 1.1 (09/21/2020 05:11) | Status: Not Required', 'Report Period: January 1, 2019 to March 31, 2019', and 'Pay Periods: January 1, 2019 to March 31, 2019'. The 'Comment Log' section shows a comment for Version 1.1 dated 09/23/20 at 1:13 PM by VALERIA GONZALEZ GOMEZ, with the text: 'Pending Mass Leave Correction (MLC) entry-do not certify until further instruction is provided by EFM'.

Effort Reports by the Numbers

Effort Reports Generated Statistics Spring 2019 – Winter 2019*

Total Effort Reports Generated	43,830	
Effort Reports with UCPATH Defect*	3,260	
Affected Population %	7.44%	
UCPATH Defect	Number of Reports affected	Required Campus Action
Earnings with Missing Hours	827	Review Supplemental file and job aid provided by EFM before certification
Pending Mass Leave Correction	1,031	
Missing Payroll Lines	1,199	Effort Reports should not be certified until EFM provides further instructions
Missing Y-OTC or N-OTC Lines	471	

***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.
 - Refer to October 2020 RAF for details and examples <https://ora.research.ucla.edu/wp-content/uploads/RAF-2020-10-EFM.pdf>

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>
 - 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 -

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<http://efm.research.ucla.edu>

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