



Extramural Fund Management

May 11, 2023

Agenda

- **Ascend 2.0:**
 - Grant and AR team Project Status and Highlights
 - Research Reporting Subcommittee
 - Reminder: Expenditure Types
- **Fiscal Closing**

Ascend 2.0

Katie Cadle

Grants and Accounts Receivable Team Status | Design & Sprints

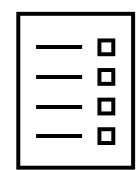
Over the past several months the Grants team has created and refined the Grants and AR **design** through the creation of **Business Process Maps** and **User Stories**.

There are **six sprints** of approximately **six weeks** each beginning in **May 2023** and lasting until **early 2024**.

What is included in a Sprint?



User story guided system **demos** to obtain **feedback** and **refine** design



Validation of user stories and an opportunity to identify potential **design impediments/defects**



Creation and Approval of **Design Specification Documents** which will be used by the technical team to develop the functional design

Focus of Sprint 1 is the **configuration** of Grants and Accounts Receivable in the sprint environment.

Grants and Accounts Receivable Team Status | Design & Sprints

Sprints are designed for the purpose and goals listed on previous slide and are **not designed** to cover topics below as these will come later in the project timeline.

What is not included in a sprint?



Hands on **formal testing** with entry/exit criteria



Training of Oracle functionality



Validation of **production readiness**

Starting in Sprint 2 demos will be held for campus Subject Matter Experts to obtain feedback on proposed design. [More information will be provided soon!](#)


Grants and Accounts Receivable Team Status | Conversion

 *Definition: Conversion is the process of migrating from an old system to a new one.*

For contract and grants conversion includes **transferring data** from current state systems into Oracle.

- ✓ Finalized Conversion **scope**
 - **Detailed** costs (inception to date) will be converted for all **open awards** at time of cutover enabling users to access a **single system** for contract and grant transactional data and reporting.
- ✓ Completed initial conversion **mapping**
- Extracting** and **transforming** sample data to prepare for test conversion cycle loads
- Defining opportunities for conversion **clean-up** and **cleansing** to enhance data prior to conversion
- Collaborating with ITS to create a **tool** to allow EFM to mark transactions as billed or unbilled

Grants and Accounts Receivable Team Status | Integration


 *Definition: Integration is the act of bringing together smaller components of information stored in different systems into a single system.*

For contract and grants **sponsor** and **award** data from the Proposal and Award Tracking System (**PATS**) and **personnel** and **billing event** data from the Post Award Management System (**PAMS**) will be integrated into Oracle PPM.

- Starting **design sessions** with subject matter experts
- Identifying any **changes** or **enhancements** needed to PATS and PAMS to support Oracle integration
- Finalizing **mapping** documents and **Design Specification Document** which the tech team will utilize to develop the integration

Grants and Accounts Receivable Team Status | Other

Below are other key milestones and activities of the Research team

- ✓ Completed initial **configuration** to be used for PPM and AR system **set-up**
 *Definition: Configuration refers to the ways in which a system is set up to enable design functionality*
- ✓ Completed initial **security design** session
- ✓ Compiled list of **reports** required for go live such as invoicing and financial report templates
- ✓ Completed **FAU to POETAF** and POETAF to CoA **segment mapping** in conjunction with Chart of Accounts (CoA) team
- ✓ Collaborated with ITS and CoA team to provide Contracts and Grants related data for the **Chart Mapper Tool**
- Assessing **solutions** for the current use of “**Project**” and “**Source**” in the FAU for Contract and Grant funds
- Developing **Budget Categories** and **Expenditure Types**

Research Reporting Subcommittee Overview

Reporting is a top-of-mind issue that impacts end-users at a variety of levels across campus. The Research Reporting Subcommittee, within the Campus Reporting Workgroup, has been established to ensure the Ascend 2.0 central Reporting Team develops reports that meet the Research community's needs.

The **Research Reporting Subcommittee** raises **Research-specific perspectives and concerns** to ensure reporting in the future state **meets the business needs of the Research community**.

- Convenes **weekly** for one hour
- **Five meetings** have occurred to date

Name	Organization
Daralyn Aburdene	DGSOM
Cathy Rujanuruks	DGSOM
Lorena Vazquez	DGSOM
Nicole Thompson	Education & Information Studies
Tsai-Tsai O-Lee	School of Engineering & Applied Science
Giovanni Gutierrez	School of Engineering & Applied Science
Marsha Blum	Luskin School of Public Affairs
Nancy Hom	College of Letters & Science
Matthew Lake	College of Letters & Science
Jenny Huynh	College of Letters & Science
Adrian Manalang	School of Public Health
Katie Cadle (optional)	ORA

Expenditure Types | Feedback Requested

The Grants Team has reviewed all Object Codes used in the past three fiscal years and is working to eliminate underused Object Codes, combine Object Codes where possible, and add more descriptive detail with the aim of streamlining the list of Expenditure Types in POETAF. (The total number of Object Codes in the current FS that can be used on C&G is around 840.)

Please share your input!

The Grants team is seeking departmental feedback on a proposed list of 189 Expenditure Types by May 15, 2023.

- Do you see any expenditure type that is too general or not clear to use?
- Do you have specific expenditure type to add to the list?
- Any other suggestions?

The list was shared via the [ORA News mailing list](#) on 04/18/23.

	A
1	Expenditure Types:
2	Administrative Services for Project - Recharge
3	Advertising for Project
4	Alteration and Renovation for Project
5	Animal Laboratory Services - External
6	Animal Laboratory Services - Recharge
7	Banking & Investment Manager Fees for Project
8	Blood and Blood Products
9	Blood Donor Credit
10	Books, Collections for Library for Project
11	Cleaning Supplies for Project
12	Composite Benefit Rate
13	Computer Software Rental Fee
14	Computer Supplies & Hardware
15	Computers and Network Infrastructure
16	Conference Fee
17	Consultant Services
18	Current Assets - Inventory - Other
19	Current Assets - Inventory - Resale
20	Database Services
21	Demurrage
22	DOE Laboratories Expense - Other - LBNL
23	Electricity for Project
24	Emergency Childcare

Fiscal Year 2022-23 Closing Deadlines

Val Gomez

2022-2023 Fiscal Year Close Overview

- **Fiscal Year Closing is Around the Corner!**
- **Business and Finance Solutions (BFS) has released Closing Instructions and Schedule for FY 2023 on Monday, May 8th**
 - Closing Letter along with fiscal closing instructions and details are available on the BFS website: [Closing Schedule for Fiscal Year End | Business & Finance Solutions \(ucla.edu\)](#)

Fiscal Year End Preparation

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 FY 22-23

FYE Close – Department Deadline for Submission to EFM

Schedule of Deadlines FYE2023

Description	Deadline to Submit to EFM for Review & Processing	Deadline for EFM to Review, Approve, & Process
Payroll (UCPath) Direct Retro Expense Transfer	6/28/2023 (5:00 PM)	7/03/2023 (5:00PM)
PPS Payroll Cost Transfer Journal Request	6/29/2023 (5:00PM)	7/17/2023 (8:00 PM)
Intercampus Transfers	6/30/2023 (5:00PM)	7/17/2023 (8:00 PM)
Non-Payroll Expense Adjustments (NPEAR)	7/5/2023 (5:00PM)	7/17/2023 (8:00 PM)
Accrual/Deferral Forms and Supporting Documents	7/7/2023 (10:00AM)	7/17/2023 (8:00 PM)

- **Review and Approval of Cost Transfers submitted after the deadlines above cannot be guaranteed by EFM**
- **Expense transfers not reviewed due to late submission will be reviewed and processed for FY 2023-24**

Fiscal Year End Accruals & Deferrals

- **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.
 - Accrual entries are needed if invoices for goods and services rendered in FY22-23 were not recorded in the general ledger for FY22-23
- **Key Deadlines:**
 - Due **6/05/23**: Department submits Reimbursement Requests and Vendor Invoices to Accounts Payable to be recorded as part of FY 2022-23 Expenses.
 - Submitting invoices to the AP office by the deadline will minimize the need to accrue expenses at fiscal year end
 - Due **7/07/23**: If AP deadline is missed, department submits an Accrual/Deferral Request to EFM at 10:00 AM starting 7/03/23.
- **How do I submit an accrual?**
 - Review the General Ledger starting 7/03/23 to confirm if the transaction was not recorded.
 - For sponsored research funds, to **accrue expenses**, complete Form E, to **accrue income**, complete Form G.
 - Complete the journal justification and submit with supporting documents to [ORA EFM Operations](#) by 7/07/23. For specific questions, contact the [EFM accountant](#)
- **Accrual forms, justification template, and instructions are available on the [BFS website](#)**

Additional UCPath Deadlines

Funding Rollover Process

- The funding rollover process is scheduled to be run at the end of June 2023
- The funding rollover process will involve a blackout period.
 - This means all GL initiators and GL approvers cannot not enter, update, submit or approve funding transactions in UCPath. Communications will be sent notifying UCLA of the blackout period and when that blackout period is no longer in effect.
 - Ensure all funding has been submitted for approval and is approved no later than 6/22/2023 so that the funding rollover program will copy the funding to the new fiscal year.
- Additional information on the Funding Rollover Process can found here:
 - [Funding Rollover Process in UCPath](#)
- [CRU Newsletter | Volume 4 Issue 16](#) - In June, FMR (Financial Management & Reporting) will send additional instructions to prepare for the annual FYE Funding Rollover process in UCPath.

Any Questions?

Contact Information

EFM Website

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

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