AGENDA

- Award Budget Process and Project Creation
  - Award and project structure in PPM
  - When a separate project is created
  - Changes to budgeting
  - Introduction to new budget tool
PROJECTS & AWARDS IN THE PPM SUBLEDGER

The graphic below compares Awards, Contracts, and Projects in the future state (PPM Subledger) to their current state equivalents. In future state, separate projects will need to be created when there is a need to track budget and/or expenses separately.

CURRENT STATE (UCLA Financial System)

Today, Fund represents a sponsored award (contract, grant, cooperative agreement, etc.).

Today’s combination of expense account and cost center is a subgrouping of Fund.

FUTURE STATE (Oracle PPM Subledger)

Tomorrow, the equivalent of Fund will be Award.

All billing information will be housed in the Contracts module.

We will budget at the Project level to manage the financial performance of award.
PROJECT CREATION

Certain Awards will require multiple Projects to segregate funding as required by Sponsor terms and conditions or due to requirements of Bruin Finance (Oracle). Projects will be created either through integration from PATS or from the new budget tool.

Central office will set up projects for:
- Multiple Payment Basis
- Concurrent multiple F&A Bases or Rates
- STIP B: for Project use
- Funding restricted by Award terms to be spent for defined purpose (e.g., diversity award)
- Restricted Carryforward
- Funding restricted until certain conditions are met
- Training Grant by Budget Period
- Cost Share*
- Funding restricted for capitalizable Fabrication*
- Program Income*

Departments will set up projects for:
- Multiple Project Owning Organizations
- Multiple PI or Co-Investigators
- Tracking expenses separately as required by terms of award (e.g., reporting by a different task or aim)
- Cost Share*
- Funding restricted for capitalizable Fabrication*
- Program Income*

*Some scenarios may be set up by either Central office or Department. More information will be shared as these business processes are defined.
CHANGES TO BUDGETING PROCESS

The process by which central offices and departments allocate and re-allocate budgets is changing with the transition to Bruin Finance.

CURRENT STATE (UCLA Financial System)

• At inception of Award, ORA allocates the budget at the direct and indirect level
• Departments re-allocate the direct budget based on category as needed

FUTURE STATE (Oracle PPM Subledger)

• ORA allocates the budget by category, in accordance with terms and conditions of Award
• Departments re-allocate awarded budget only when the sponsor restricts re-budgeting
• Re-budget requests require approval

Why are we implementing this change?

• Greater transparency – Allows central offices and departments to see when variances between the awarded budget and actual expenses require a re-budget request to the sponsor
• Alignment with sponsor – Improves compliance to obtain sponsor’s prior approval
• Elimination of non-required transactions – Eliminates re-budgeting activity unless required
• Efficient invoicing – Improves efficiency in invoicing and financial reporting processes
A new budget tool will be leveraged to enable the new process.

Departments and ORA will use the Budget Tool to enter budgets/re-budgets and create Projects.

**Workflow** will route requests to approvers.

Approved budgets/re-budgets and Projects will **integrate** to Bruin Finance.
WORKFLOW

Budget Tool requests will route to approvers based on the user initiating the change

ORA User

ORA creates project/updates budget & clicks “approve” button ➔ Integrates to Bruin Finance

Project Manager in the CFU that owns the award (Today’s home department fund manager)

Home creates project/updates budget ➔ ORA reviews & approves ➔ Integrates to Bruin Finance

Project Manager in the CFU that does not own the award (Today’s linked department fund manager)

Link creates project/updates budget ➔ Home Project Manager reviews & approves ➔ ORA reviews & approves ➔ Integrates to Bruin Finance
DEPARTMENT USERS – LANDING PAGE

We are going to look at **Create New Project** then **View Project Dashboard**
Users can search based on a variety of criteria to identify the Award.
Awards matching the entered criteria will appear in the Results Grid.
Upon selecting an Award users will see all Projects on the Award in the Project List.
DEPARTMENT USERS – CREATE NEW PROJECT

New Project Information

Users will enter **demographic information** required to create the Project.

Certain demographics will **automatically populate** based on built in logic.
DEPARTMENT USERS – CREATE NEW PROJECT

New Project will appear for users to **allocate budget** in accordance with terms and conditions.

User can **attach documents** as needed.
After entering the new Project budget the user will be routed to the **Award Summary** which will show all Projects on the award broken down between **Sponsored Funding** and **Other Funding sources**.
DEPARTMENT USERS – CREATE NEW PROJECT

Award Summary

Sum of all Project Types will appear on the right

Users enter justification for the creation of the Project which will be used during the approval process.
DEPARTMENT USERS – LANDING PAGE

Now we will look at the View Project Dashboard
DEPARTMENT USERS – DASHBOARD/WORKLIST

Project Dashboard

Dashboard contains a **Worklist** with demographics on the Award including the status of the Project creation or rebudget.
DEPARTMENT USERS – DASHBOARD/WORKLIST

Search Fields

Users can update the search fields to customize the results.
DEPARTMENT USERS – DASHBOARD/WORKLIST

Worklist Results

The **Status** column will show where the request is in the approval process.

The **Oracle Transfer Status** will show if the request has been integrated to Oracle.
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