EFM Agenda

- Encumbrances
To Appears:
The process of including costs that have not posted to the GL in an interim or final financial report to the sponsor but will appear at some future date.
  •  *No longer allowed or approved by EFM*

Encumbrances:
The act of including costs that have not hit the GL but approved documentation is submitted to EFM to include said costs on the interim or final financial report.
<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>06/30/12</td>
<td>• Budget period ends</td>
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| 09/07/12   | • EFM worklist includes financial report due 09/30/12. **Reminder:** Close-out packets no longer required for annual financial reports.  
• EFM begins preparation of annual financial report based on 6/30/12 ledger |
| 09/15/12   | • EFM e-mails complete annual financial report to dept. fund manager based on 6/30/12 GL  
• Dept. has 5 days to respond if additional costs incurred in July and August are to be added to the financial report. |
| 09/20/12   | • Dept. responds to EFM.  
• If charges are to be included for September which are not yet on the ledger then departments must submit documentation (see upcoming slide for acceptable documentation). |
| 09/30/12   | • If dept. does not respond within the 5 days, then EFM will submit the annual financial report based off the 6/30/12 GL.  
• EFM submits annual financial report to sponsor. |

*Assumes no carry-forward allowed or restricted carry-forward. If carry-forward automatic EFM reports directly from GL.*
Example—Final Financial Report

06/30/12
- Budget period ends
- 90/30/0 e-mail notifications go to dept. administrator and Pis
- Depts. begin working on COP

09/01/12
- If EFM has not received the COP by the 60 day deadline (for a 90 day report) then EFM will follow-up with dept. on the status of the COP.
- Follow-up continues until COP received by EFM.

09/30/12
- COP is submitted to EFM and EFM reviews the packet.
- If dept. is requesting encumbrances to be included in the final financial report, acceptable supporting documentation must be submitted to EFM (see next slide).
- Final financial report submitted to sponsor by EFM.
Acceptable Documentation

**Invoices**
- Copy of invoice from Vendor or subcontractee
- BruinBuy generated invoice

**Payroll**
- UPAY documentation (list of approved UPAYS from the web-based expense transfer system)

**Transfers**
- NPEAR documentation (list of approved NPEAR that haven’t posted to the GL)
Questions or Comments

Please send any questions or comments to:

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