Project Update
Yoon Lee, EFM Asst Dir/PAMS Project Director
Jessica Carney, PAMS Project Manager
Katie Cadle, PAMS Business Analyst
Agenda

- PAMS Overview
- PAMS Department User Roles
- Phase 1 Scope & Demo
- Project Milestones and Status
- PAMS Training
- Missing Managing PIs
- Q&A
PAMS Overview

Goal

- Improve post award financial management processes to facilitate on-time submission and accuracy of financial deliverables

Achievements

- Collaborated with 50+ participants from departments and EFM to analyze and develop business processes
- Gathered business requirements and feedback in 25+ working sessions with the departments and EFM
- Defined and implemented standardized workflow
- Trained the trainers
What is PAMS?

- **Post Award Management System**
- A single web based system for Departments and EFM
- A tool to replace shadow systems and manual processes
  - Does **NOT** duplicate current or future Financial System
  - No 3\textsuperscript{rd} party tool exists
- Real time view on financial transactions, and financial deliverable preparation and approval status
PAMS Expected Results

- Better integration of technology - SINGLE SYSTEM!!
- Increased automation
  - Worklist, auto populated fields for journal creation
- More efficient and accurate financial reporting
  - Increase in on time submission of financial deliverables
  - Reduction of revised financial report submissions
- Improved visibility of compliance status
- Improved accountability and visibility of fund management
- Centralized on-line document storage for financial deliverables
- Improved communication and collaboration between EFM and campus
PAMS Department User Roles

- **Fund Manager**
  - Prepare and approve closeout packet
  - View individual workload
  - View PAMS deliverables

- **Department Administrator**
  - Fund Manager capabilities
  - View team workload
  - Set up and update assignments
  - Edit department thresholds
PAMS Phase 1 Project Scope

Focus on *Time Savings and Compliance* via:

1. Customized **worklist** for dept & central office users updated in **real time**.
2. **Fund closeout**, financial **reporting**, **invoicing**, for contracts & grants
PAMS Go-Live Transition

- **Closeout**
  - **Current:** RAPID Smart Closeout Tool
    - All UCLA Closeouts
  - **Go-Live:** PAMS
    - UCLA Closeouts excluding Training & Fellowship grants
    - Exclude funds already mid-closeout using Rapid Smart Closeout Tool

- **Financial Provisions (Invoices/Reports)**
  - **Current:** PATS
    - All UCLA Provisions
  - **Go-Live:** PAMS
    - All UCLA Financial provisions
    - INCLUDES Training grants & Fellowship grant provisions
PAMS Phase 1 Project Scope

Focus on *Time Savings and Compliance* via:

1. Customized **worklist** for dept & central office users updated in **real time**.

2. **Fund closeout**, financial **reporting**, **invoicing**, for contracts & grants

3. **Compliance** dashboard

4. Pull non-payroll & payroll financial data from campus central systems

5. Push non-payroll financial transactions

6. Approval **workflow**

- Demo
PAMS Current Status

- Functional Requirements
- Integration with other systems
- Development
- Test
- Training

Target Go-Live in November 2013

- Training syllabus & assignments
- Screen Development complete
- Logic Development In Progress
- Conduct Training
- Integration (Feed Live Data to Screens) 75%

- Unit Test (elements on page)
- System Test (accuracy of data)
- Load & Performance Test (response time)
- Reserve rooms

- Provision management
- Closeout management

Financial reporting and invoicing

- Standardized approach for both CO and the Departments
- Financial reporting and invoicing

NOV '13

Go Live
PAMS Next Steps for Campus

- July: Authorized official receive PAMS Access Form
- August: Return completed PAMS Access form
  - Department codes
  - Users authorized to access PAMS and their roles
- September: Training registration
- October: Take PAMS Training
- November: Go Live
PAMS Timeline

LOGIC DEVELOPMENT

SCREEN DEVELOPMENT

- Screens w/ dummy data
- Screen Integration (Real Data)

TEST

- Unit
- System
- Integration
- Performance
- UAT

Business Readiness

- Train the Trainers
- Registration
- Campus Training
- Department Assignments & Access

Deployment

GO LIVE

Jan 2013 | Aug | Sept | Oct | Nov

Informational Website

Department Assignments & Access

Train the Trainers

UAT

Registration

Campus Training
## Training Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Dept Admin</th>
<th>Fund Managers</th>
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<td>Overview Lecture: Part 2</td>
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**Full day total in 2 sessions**

**Half Day Total**
Training: Save the Date

- PAMS Overview Training
  - Part 1
    - 10/3, 10/10 Mornings or Afternoons
    - 10/17 Morning Only
  - Part 2
    - 10/4, 10/11 Mornings or Afternoons
    - 10/18 Morning Only

- PAMS Hands-On Labs
  - Prerequisite: Overview Part 1 and 2 training
  - TBD in October
Missing Managing PI’s: Issue Overview

- PAMS closeout packets based on Fund/PI/Dept
  - All Acct/Cc's in a department for a single PI combined into one packet

- Managing PI: Home vs. Linked
  - Screenshot: Fund Summary in FS

```
Location: 4
Fund: 18780 CA/PEC/ITQ 09608 HOWARD 09/11 8%
Department: 0070 EDUCATION
```

![Home PI](linked PI on same fund)
Missing Managing PI’s: Issue Overview

- Missing Managing PI
  - Acct/cc was not mandatory
  - Some departments have more than one PI per Acct/Cc
  - If blank, PAMS can't create closeout packet

Location: 4
Fund: 29034 FDP-NIH WONG R56DE023241 8/13 54%
Department: 1350 DENTISTRY

441930 DENTISTRY

Missing PI
Missing Managing PI’s: Next Steps

- **Only one PI per Acct/Cc**
  - Fix before go live via central accounting
  - Benefit: Will fix Acct/Cc for all funds going forward
  - Use report that will be provided

- **More than one PI per Acct/Cc**
  - Fix after go-live via PAMS for each Acct/Cc on each fund
  - Must fix every time the Acct/Cc appears going forward
  - Use Workload screen in PAMS
Thank You!

Questions: Yoon.Lee@research.ucla.edu

Technical & Business Analyst Teams
Reminder: Phase 1 Scope

1. Real-time tracking customized worklist for individuals in departments & central office

![Workload Image]
Reminder: Phase 1 Scope

2. Financial reporting, invoicing & fund closeout for contracts & grants (Training grants future phase)
Reminder: Phase 1 Scope

3. Compliance dashboard

Closeout Packet Overview

Expenditure Review

- Prior Years
- Expenses Outside Period - Non Payroll
- Expenses Outside Period - Payroll
- Unallowable/Warning Codes
- Administrative Salaries
- Subawards
- Encumbrances & Memo-Liens
- Salary Over the Cap
- Additional Cost Transfers
- Cost Share
- F&A Reconciliation
- Fund Balance and Approvals

Status Legend: ✓ Department Complete ■ Department Review
Reminder: Phase 1 Scope

4. Pull non-payroll & payroll financial data from campus central systems

Summary by Sub

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<thead>
<tr>
<th>Sub</th>
<th>Description</th>
<th>Appropriation</th>
<th>Expenditures</th>
<th>Encum And Memo-Liens</th>
<th>GL Balance</th>
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Direct Balance $3,535.02
Indirect Balance $282.80
Total $3,817.82
Reminder: Phase 1 Scope

5. Push non-payroll financial transactions to campus central systems (Payroll transfers future phase)
## Reminder: Phase 1 Scope

### 6. Standard approval workflow

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<th>COP Approval Comments:</th>
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<td>Dept Approver (Allison, Philabaum):</td>
<td>Approved on 8/8/2011 $9433.98</td>
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<td>Dept Approver (Amato, Kate):</td>
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<td>PI (Jessica, Lee):</td>
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<td>Home Dept Preparer (Remigio, Mila):</td>
<td>Approved on 8/20/2011 $0</td>
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<td>EFM Preparer (Craig, Kayle):</td>
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- **Upload PI Approval**
- **Approve**
- **Reject**