Reconstruction of the Ancient City of Uruk
Today’s Topics

- Fund Closeout and Deletion
- ERS Detail Report in the RAPID tool
- Effort Reporting
Fund Closeout and Deletion

Yoon Lee
New Financial System

- **Software Selection:**
  - Oracle Enterprise Resource Planning Cloud

- **System Implementation Services:**
  - December 2017: RFP issued
  - January – February 2018: Presentations by vendors
    - Deloitte Consulting
    - Huron Consulting
  - February 2018: The final vendor to be selected
  - April 2018: Implementation kick-off
New Financial System

- Opportunities to streamline and standardize business processes to improve efficiency and effectiveness of operations by adopting best practices when applicable

- Inventory and map business processes:
  - Conduct gap analysis from both central and departmental perspectives

- Redesign chart of accounts:
  - Compile key functionalities required for sponsored project funds

- Clean the data:
  - Close expired funds and purge closed funds
Key Steps in Closing Funds

- Complete all financial deliverables: All required Invoices and/or financial reports are submitted
- Clean the general ledger: Operating balance = $0
- Confirm all payments are collected: Accounts receivable = $0
- Confirm all obligations are paid: Accounts payable = $0

Close the fund (Y/N): Close the fund in the fund table in FS
  - Closed? “Y” + Re-appropriate? “N”

Purge the fund: Closed funds can be purged after going through one fiscal closing cycle
Key Steps in Closing Funds

- Operating balance in all accounts/cc linked to the fund must be zero.
- Final expenses reported to the sponsor often includes adjustments to expenses recorded in the general ledger.
  - Transfer cost overrun, unallowable, and/or inapplicable expenses off from the fund timely (Provide an unrestricted FAU when requested).
  - Transfer unexpended balance (Provide assurances and explanation required by Policy 913).
  - Confirm all adjustments are posted to the general ledger as expected and reconcile discrepancy if any.
  - Address all pending encumbrance.

Clean the general ledger
- Operating balance = $0
Key Steps in Closing Funds

Purge the fund

- Closed funds can be purged after going through one fiscal closing cycle

- Purged funds become available to be used for new awards.
- EFM is in the process of purging funds closed during FY15-16 or prior.
- EFM is planning to purge funds closed during FY16-17 in the coming fiscal year (FY18-19).
ERS Detail Report in the RAPID Tool

Yoon Lee
Transition to UCPath

- Evaluating the need to integrate various reports consuming payroll data with UCPath.

- Multiple reports in the RAPID Tool consume payroll data in PPS today.
  - Payroll After Fund End Date
  - Employee Sum
  - Admin Salary
  - Training Grant – Postdoc Allowable/Unallowable Benefits
  - Training Grant Benefits
  - ERS Detail Reports
RAPID Tool: Payroll Related Reports

### RAPID Project Quick Wins

#### Closeout Reports
- Pre-Closeout Checklist (Recommended 2 months prior to fund end date)
- Smart Closeout Tool
- Summary - By Sub
- Expenses - Unallowable and Warning Object Codes
- Expenses - After End Date
- Remaining Encumbrances
- F&A Reconciliation Link
- Subawards/Subcontracts/Subgrants
- 1198XX (Intercampus/Carryforward/STIP)
- Training Grant - Trainee Expense Worksheet
  - Training Grant – Postdoc Allowable/Unallowable Benefits
  - Training Grant Benefits
- Detail – Closeout
- Payroll After Fund End Date
- Employee Sum
- Admin Salary
- Detail – Closed Warning and Unallowable Expenses
- Detail Equipment – Within 90 days of Expiration

#### ARRA, ERS, Billing & A/R Reports
- ARRA Linked Accounts by Hierarchy Code
- ARRA FTE Report
- ERS Detail report (11/12 Academics and Non Academics)
- ERS Detail report (9/12 Academics)
- Billing & Accounts Receivable
- Financial Reporting and Invoicing Tool

- **Under evaluation**
- **In scope for transition** (evaluating implication of CBR)
- **In scope for transition**
ERS Detail Report in the RAPID Tool

- Tuesday, February 6, 2018: Announcement soliciting feedback on the usage of ERS Detail Reports in the RAPID tool was sent to campus via ERS listserv and ORA listserv

- Monday, February 26, 2018: Due date to submit feedback
Effort Reporting

Connie Brown
Effort Reporting Statistics

On-Time Certification Rate for the 2/7/18 Deadline

- Spring and Summer 2017
  - On-Time Rate: 89.5%
  - Released: 10,919 & Certified: 9,793
    - Number of uncertified reports: 1,126

- All Quarters Certification Rate since Spring ‘06
  - Rate: 99%
  - Total open reports: 1,592
## Effort Reporting Certification Rates

- By academic year for **all** quarters as of 2/7/18

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ERS Reminders

- **Fall 2017 and Winter 2018 Effort Reports**
  - Release mid-April
  - Deadline July 2018

- **Effort Report Training Course**
  - May 9 and 10
  - Register: Learning Management System (LMS) at [http://lms.ucla.edu](http://lms.ucla.edu)

- **ERS Notifications**
  - To subscribe: Send an e-mail to: ers-subscribe@lists.ucla.edu or ora-news-subscribe@lists.ucla.edu. The subject line and body of the e-mail can be blank

- **ERS Help Desk:**
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“SEE YOU ALL AT …!"
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