RESEARCH ADMINISTRATION

Extramural Fund Management
May 10, 2018
Today’s Topics

- ERS Reports in the RAPID tool
- Fund Deletion Status
- PAMS New Financial Deliverable Pages
- FY17-18 Fiscal Closing
ERS Reports in the RAPID tool

Yoon Lee
ERS Detail Report in the RAPID Tool

- February 2018: Announcement soliciting feedback on the usage of ERS Detail Reports in the RAPID tool (RAPID ERS reports) to campus.
  - Will the RAPID ERS reports be redundant?
    - Payroll details are available in the ERS and UCPath Distribution of Payroll Expense (DOPE) report
    - UCPath DOPE report provides more flexibility in searching and sorting payroll data (e.g. by individual) than PPS Payroll Distribution Report

- Per review of feedback, the RAPID ERS reports provide additional features not available in the current design of UCPath DOPE report.
  - Calculation of effort % in a calendar month for progress report
  - Review of effort % including adjustments prior to processing expense transfers
  - Projection of effort % including planned effort % in future

- April 2018: Announcement confirming that the RAPID ERS reports will be remediated to consume payroll data from UCPath.
Fund Deletion Status

Yoon Lee
Fund Deletion Status

- 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

From RAF on February 8, 2018
Fund Deletion Status

- **February 2018:**
  - Announced that EFM started purging funds that were closed in FY15-16 or prior: 3,600 + funds identified for purging

- **March 2018:**
  - 2,300+ funds successfully purged
  - 1,300+ funds were not purged

- **April 2018 ~:**
  - 1,300 + funds in process
  - Balance in Accounts Payable must be cleared
  - EFM working with General Accounting and Accounts Payable

- Upon completion of purging funds closed in FY15-16, EFM will start purging funds closed during FY16-17
PAMS Updates

Jennifer Iglesias
PAMS New Version

- Released Monday, 5/07/18!

- Enhancements to financial deliverables include:
  - Search for financial deliverables by using the PATS Institution Number or Fund Number
  - View financial deliverables for the project period of an award
  - Download completed financial deliverables
  - Email award specific department and EFM contacts
  - Access the award snapshot from the Deliverable List page
Live Demonstration
PAMS Training Resources

- Videos, FAQ’s:
  http://ora.research.ucla.edu/EFM/Pages/PAMS/TrainingMaterials.aspx

- For any questions, contact the PAMS Help Team:
  pamshelp@research.ucla.edu or x40008
FY17-18 Fiscal Closing

Jen Ear
Fiscal Year 17-18 Closing

- Fiscal Year Closing is Around the Corner!

- Corporate Financial Services (CFS) released the “FY17-18 Fiscal Closing Letter and Schedule” on April 12th, 2018.

Fiscal Year 17-18 Closing

May

- 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
  - Ensure invoices received from vendors and subcontractors are submitted to the Accounts Payable office
  - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY17-18
Fiscal Year 17-18 Closing

- To minimize accrual of expenses follow up with vendors and subcontractors for invoices billing for goods and services rendered during FY17-18
- Conduct your monthly reconciliation and ledger review to ensure expenses are recorded to the appropriate FAU and financial adjustments have been posted.

June

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25, 2018 at 10:00am</td>
<td>Department deadline to submit vendor and subcontractor invoices to Accounts Payable for FY17-18</td>
</tr>
<tr>
<td>June 28, 2018 at 8:00pm</td>
<td>Department deadline to submit payroll cost transfers requiring EFM approval</td>
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## Fiscal Year 17-18 Closing

### July

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>July 9, 2018</td>
<td>Deadline for all expenditures pertaining to fiscal year 2017-18 to be recorded in the general ledger</td>
</tr>
<tr>
<td>July 10, 2018 at 10:00am</td>
<td>Department deadline to submit Accrual and Deferral forms with support to EFM. Forms can be located at <a href="http://ga.accounting.ucla.edu/fcr/">http://ga.accounting.ucla.edu/fcr/</a></td>
</tr>
<tr>
<td>July 12, 2018 at 8:00pm</td>
<td>Department deadline to submit non-payroll cost transfers requiring EFM approval for the June 2018 Prelim Ledger</td>
</tr>
<tr>
<td>July 18, 2018 at 8:00pm</td>
<td>Central office deadline to post online financial journals for the June 2018 Prelim Ledger</td>
</tr>
<tr>
<td>July 19, 2018</td>
<td>June Prelim Ledger is available</td>
</tr>
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Fiscal Year 17-18 Closing

August

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<tbody>
<tr>
<td>August 6, 2018</td>
<td>Approximate release date for June Final ledger.</td>
</tr>
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## Fiscal Year 17-18 Closing

### Summary of Key Department Deadlines

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Contact information

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